

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEE
TITLE GUIDANCE COUNSELOR
DUTIES & RESPONSIBILITIES
ADOPTED: APRIL 20, 2015
REVISED: FEBRUARY 20, 2006
FORMERLY 3300

404.5 GUIDANCE COUNSELOR- DUTIES AND RESPONSIBILITIES

1. Professional Qualification. Must possess the necessary certification as required by the Commonwealth of Pennsylvania. Should have experience as a classroom teacher.
2. Personal Qualifications.
 1. Present a clean, neat, and well groomed appearance.
 2. Understand the educational, social, and emotional needs of students.
 3. Communicate effectively in both oral and written expression.
 4. Be able to develop good rapport with professional staff members.
 5. Possess the ability to maintain confidentiality in matters relating to students.
 6. Be self-directed.
 7. Display strong skills in the areas of leadership, management and organization.
 8. Be able to achieve the respect of students.
3. Organizational Relationships. The Guidance Counselor shall be directly responsible to the High School Principal and/or Elementary Principal for the execution of all responsibilities listed herein.
4. Responsibilities.
 - A. To provide individual counseling for all students on both a scheduled basis and on request.
 - B. To provide the necessary counseling for those students who are planning post-high school education.
 - C. To provide the necessary counseling for those students who will enter the work force upon leaving high school.
 - D. To counsel with potential high school dropouts.
 - E. To provide help to teachers, when applicable, in meeting the needs of students.
 - F. To communicate with staff members, as the need arises, informing them of services available through the Guidance Office.
 - G. To initiate and supervise group testing programs.
 - H. To initiate and supervise individual student testing programs.
 - I. To interpret test data to those with a need to know.
 - J. To work with the Administration, staff, and parents concerning special problems related to the promotion and retention of students.
 - K. To notify parents of those students identified as having academic and or social difficulties.

- L. To coordinate parent-teacher conferences.
- M. To work with the Administration and staff in the placement of students in special schools and/or classes as necessary.
- N. To assist the High School Administration and staff on matters relating to students in special education.
- O. To assist students planning to take college entrance examinations by orienting them to the testing procedures, methods, and sample content.
- P. To assist in the preparation and timely mailing of student transcripts to post-high school institutions.
- Q. To assist with curriculum development and change.
- R. To present, as circumstances warrant, programs for parents regarding timely topics which affect a portion of the high school student population.
- S. To introduce courses of study to students and assist students in the selection of appropriate courses.
- T. To provide orientation to new students individually or to an incoming class of students as a group.
- U. To conduct group guidance classes as assigned by the high school principal.
- V. To assist in the preparation and implementation of programs in career education.
- W. To assist the High School Administration with duties related to student scheduling.
- X. To assist in the maintenance of a permanent file for student records.
- Y. To perform other duties related to the position of High School Guidance Counselor as requested by the High School Principal.

5. Responsibilities to elementary grades K-6.

- A. To screen children who have been referred by teachers for counseling in the social and emotional realm.
- B. To determine if individual counseling is required in order to remediate the social and emotional well-being of the child.
- C. To administer individual tests and evaluations in the areas of intelligence, achievement, and personality upon referral by the Principal.
- D. To be an advocate for the children and their welfare.
- E. To be knowledgeable about community counseling agencies and the services they provide to children and families.
- F. To advise parents of children who require additional out-of-school support, of avenues available to them.
- G. To assist classroom teachers with the implementation of group guidance programs in their classrooms.
- H. To provide teachers with periodic hand-outs which could be used in the regular classroom to promote positive self-concepts among students?
- I. To receive written referrals from teachers concerning a pupil's behavior, social adjustment, and emotional stability.
- J. To inform the school nurse of medical and/or dental problems detected in children.
- K. To inform the Elementary Principal of suspected areas of child neglect and/or abuse.
- L. To serve as resource person for classroom teachers by procuring applicable materials for use in group guidance and career awareness classes.
- M. To recommend purchases of guidance and career materials for use by classroom teachers to the Elementary Principal.
- N. To perform other duties related to the position of Elementary Guidance Counselor as requested by the Elementary Principal.

Revised 3/12/01, 2/20/06
