

DEUBROOK AREA 5-6	NEPN Code: GCF-R
School Board Policy Reference Manual	

## **JOB DESCRIPTION – GUIDANCE COUNSELOR**

**Supervision:** Building principal, district superintendent.  
**Supervises:** K-12 students, as assigned.  
**Basic Objective:** To assist students in building a positive self-image. To assist students in developing skills that will improve relationships with others. To assist students in maximizing the best use of their instructional time.  
**Job Summary:** To provide individual and group counseling for the students.

**Job Functions:**

1. Provide confidential individual and/or group counseling services to help resolve personal, social, and academic problems as they relate to student achievement and success, reporting situations required by law.
2. Provide classroom guidance instruction in order to guide personal growth, self-understanding, and maturity.
3. Meet with new students and provide for their smooth adjustment.
4. Work with small groups to foster responsibility, awareness, and empathy for others.
5. Will perform the duties of the district test coordinator.
6. Provide awareness to the students of the variety of materials and information available through the guidance office.
7. Disseminate career awareness and career guidance materials to students. Meet with junior and senior high students with regards to computer guidance materials.
8. Have available to the students and patrons of the school district the current college, university, vocational technical, and other school information.
9. Make available to interested persons materials on military careers. Also, arrange meetings with military recruiters, students, and parents.
10. Provide financial aid information to students. This information will be in the form of grants, loans, scholarships and etc.
11. Assist students in filling out college applications and financial aid forms.
12. With the assistance of the school business manager, the Guidance Counselor will administer the funds from federal grants.
13. Survey each senior at the end of the school year and prepare a report to be presented to the building principal and superintendent.
14. Work with office personnel to keep student files up to date.
15. Attend and participate in educational courses, seminars, and workshops as time and funding permits.

**Experience:**

Previous satisfactory teaching experience and/or prior counseling experience in academic or other youth related service.

**Education:**

Master's Degree, minimum. Meet requirements for South Dakota certification as school guidance counselor.

**Evaluation:**

To be evaluated once a year by building principal or superintendent.