



Pickens County Board of Education Job Descriptions

GUIDANCE COUNSELOR

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 10, 11 Month

REPORTS TO: Principal

QUALIFICATIONS:

1. At least three years of successful teaching experience.
2. A valid certificate as a guidance counselor.
3. A master's degree representing intensive course work in the principles and practice of educational guidance; educational testing and measurement; counseling; the organization and administration of guidance services; and the psychology of learning.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.
- Register students new to the school and orient them to school procedures and the school's varied opportunities for learning.
- Aids students in course and subject selection.
- Works to prevent students from dropping out of school.
- Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
- Guides students in their participation in school and community activities.
- Obtain and disseminates occupational information to students and to classes studying occupations.

- Works with students on an individual basis in the solutions or personal problems related to such problems as home and family relations, health, and emotional adjustment.
- Confers with parents whenever necessary.
- Provides in – service training in guidance for teachers and student teachers.
- Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
- Remains readily available to students so as to provide, counseling, that will lead each student to increased personal growth, self – understanding, and maturity.
- Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.