

JOB DESCRIPTION-GUIDANCE COUNSELOR

Title: Guidance Counselor (assigned at this time to Toronto High School)

Reports to: High School Principal, Superintendent of Schools

Job Objective: The guidance counselor is a full time administrative/supervisory position. The guidance counselor initially works under the direct supervision of the high school principal. The guidance counselor helps students evaluate their abilities, interests, talents, and personalities to develop realistic academic and career goals. The guidance counselor advises students regarding college majors, admission requirements, entrance exams, financial aid, trade or technical schools, and apprenticeship programs. He/She consults and collaborates with parents, teachers, school administrators, school psychologists, medical professionals, and social workers to develop and implement strategies to help students succeed. The guidance counselor helps students to understand and deal with social, behavioral, and personal problems and works with other individuals and organizations to promote the academic, career, personal, and social development of students.

General Obligations

The guidance counselor shall:

- Demonstrate an ability to develop good working relationships with other school employees.
- Possesses the qualities to be professional, courteous, and flexible in dealing with students.
- Be able to make sound, common sense decisions after carefully securing and weighing all available facts.
- Be well organized, thorough and efficient in the completion of all assigned duties.
- Be able to communicate clearly, concisely, and effectively in spoken and written communication.
- Have integrity, sincerity, honesty, and devotion to serving students which meet or exceed the expectations of the building principal, Superintendent, and Board of Education.

Certification/Licensure Requirements

Current Ohio Certificate/License for School Counselor

Essential Performance Responsibilities

In addition to the general authority listed above, the guidance counselor shall have the following specific duties:

Domain I: Program Management

1. Plans and implements a balanced comprehensive developmental guidance and counseling program.
2. Evaluates and promotes continuous improvement of a balanced comprehensive developmental guidance and counseling program.
3. Promotes the balanced provision of program content areas (self-confidence development; motivation to achieve; decision-making, goal-setting, planning, and problem-solving skills; interpersonal effectiveness, communication skills, cross-cultural effectiveness; and responsible behavior).
4. Collaborates with school personnel, students, parents, and the community to plan, implement, evaluate, and promote continuous improvement of a developmental guidance and counseling program.

Domain II: Guidance

1. Involves students, teachers, parents and others to promote effective implementation of the Guidance Curriculum.
2. Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage the student's own educational development including provision of information regarding post-secondary opportunities.
3. Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage the student's own career development.
4. Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage a student's own personal and social development.
5. Uses accepted theories and effective techniques to promote the career, educational, personal, and social development of students.

Domain III: Counseling

1. Uses accepted theories and effective techniques to provide individual and group developmental, preventive, remedial, and/or crisis counseling.
2. Uses accepted theories and effective techniques to provide group developmental, preventive, remedial, and/or crisis counseling.

Domain IV: Consultation

1. Consults with parents, school personnel, and other community members to help them increase the effectiveness of student education and promote student success.
2. Consults with school personnel, parents, and other community members to promote understanding of student development, individual behavior, the student's environment, and human relationships.
3. Collaboratively provides professional expertise to advocate for individual students and specific groups of students.

Domain V: Coordination

1. Coordinate people and other resources in the school, home, and community to promote student success.
2. Uses an effective process when referring students, parents, and/or others to special programs and services.

Evaluation

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

Working Conditions

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood-borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include riding in a vehicle.
- Duties may include telephone contact and paperwork.
- Duties may include working to meet schedule and deadlines.
- Duties may include working outside of the normal school hours.

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