

FEDERAL HOCKING LOCAL SCHOOL DISTRICT
JOB DESCRIPTION: HIGH SCHOOL GUIDANCE COUNSELOR

Description:

Serves as the provider of and coordinator of services delivered to students. Such services include, but are not limited to, academic counseling, gifted services, mental health counseling, and social work services. Is part of a district team that coordinates/provides these services at all levels, a team that includes the Elementary Guidance and Student Services Coordinator, the School Psychologist/Director of Special Education, and outside service providers in the areas of mental health and social work. Additional duties may be assigned by the building principal.

Reports to: School Principal

Duties:

A. Direct Services Provision:

1. Provide counseling services to students including but not limited to:

- Assisting students with course selection, career explorations, and similar activities;
- Meeting with individual students about issues that interfere with their academic success;
- Provide counseling and support to a student or small group of students;
- Assess student abilities, interests, and achievements to assist in decision making that promotes student success;
- Teaching the school counseling curriculum to students using ASCA student standards;
- Provide materials for teachers in social emotional learning;
- Facilitate, coordinate and intervene with students who are in crisis; including but not limited to safety plans, behavior plans and communicating with others to carry out the plan;
- Supporting families in securing services for students who face personal and social barriers to academic success;
- Provide opportunities for students who are gifted in areas of the curriculum to advance through the taking of college courses, academic competitions, and other such events.

2. Assist the school administration including but not limited to:

- Scheduling students and preparing the master schedule;
- Maintaining appropriate student records and files;

B. Services Coordination:

1. Coordinate services that are offered to students including but not limited to:

- Opportunities for gifted students;
- Assisting advisors with programming and support;
- Coordinating the provision of services by outside providers including but not limited to social work and mental health counseling;

- Attend all Instructional Assistance Team meetings;
- All school wide testing programs and administration of special testing;
- Work with teachers, parents, community members and other agencies to support student success;
- Work with others to share strategies for behavioral and academic growth.

Qualifications:

- A. Appropriate State of Ohio licensure
- B. Knowledge of current state and federal educational standards and reporting procedures
- C. Strong writing and speaking skills
- D. Ability to work with children and adults from a wide variety of backgrounds.
- E. Note: The Superintendent and Board are willing to consider individuals with qualifications alternative to those stated above.
- F. Note: Candidates that do not possess up to date skills in the area of EMIS reporting, use of student data system, web site management, etc. are expected to obtain those skills on their own time prior to the beginning of employment.

Additional Working Conditions:

- A. This position will have a teacher contract with an additional 20 days of extended service for use at the end and beginning of the school year.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Adopted by the Federal Hocking Board of Education on February 15, 2022.