

ANDERSON SCHOOL DISTRICT 3
Iva, South Carolina

TITLE: Guidance Counselor (High School)

QUALIFICATIONS:

A valid certificate as a guidance counselor.

At least 3 years of successful teaching experience preferred.

A master's degree, or its equivalent, representing intensive course work in the principles and practices of educational guidance; educational testing and measurement; counseling; the organization and administration of a comprehensive guidance program; and the psychology of learning.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To provide, as a member of the counseling department staff, a comprehensive counseling program for students in high school and specifically provide services to meet the needs of their assigned students, consult with teachers, staff and parents to enhance the effectiveness in helping students, and to provide support to other high school educational programs.

MAJOR PERFORMANCE RESPONSIBILITIES:

- Implements the high school guidance program through classroom guidance, individual and group counseling and infusion in content areas.
- Counsels individuals and groups of students toward educational/academic growth and career development.
- Counsels individuals and small groups of students toward personal/social and emotional growth.
- Consults with teachers, staff and parents regarding the developmental needs of students.
- Refers students to special programs, specialists and/or community agencies and consults with parents regarding referrals when appropriate.
- Participates in, coordinates and conducts activities that contribute to the effective operation of the counseling program and school.
- Participates in the intervention team process and/or school support team.
- Plans and evaluates the building counseling program.
- Pursues continuous professional growth.
- Participates in staff development programs.
- Performs other duties as directed.

TERMS OF EMPLOYMENT: 210 days. Salary to be determined by the salary schedule established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.