



Browning Public Schools
JOB DESCRIPTION
Effective: July 11, 2001



Guidance Counselor (Secondary)

Summary of Functions

Helps 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 adults.

Essential Duties and Responsibilities

- 1) Assessment – Consults and cooperates with school psychologists, nurses, principals and teachers in assessing the mental and emotional health of the individual student having school difficulty and in evolving appropriate remedial plans. Confers with parents as needed.
- 2) Personal Counseling – Remains readily available so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity. Assists students in resolving educational handicaps and discovering and developing their special abilities. Works with students on an individual basis or in a group setting in the solution of personal problems in areas such as home and family relations, health and emotional adjustment. Works to prevent students from dropping out of school.
- 3) Career Guidance – Helps students evaluate career interests and choices. Obtains and disseminates occupational information to individual students or to classes studying occupations. Organizes and conducts an annual career day. Plans guidance field trips to schools, colleges, and industries contingent upon supervisory approval and available funds. Supervises the preparation and processing of college, scholarship and employment applications.
- 4) School Support – Guides students in their participation in school activities. Aids students in course and subject selection. Disseminates information on tutoring services and summer school program.
- 5) Technical Support – Works with teachers and other staff members to familiarize them with the general range of services offered and to improve the educational prospects of individual students being counseled. Advises administrators and faculty on the matters of student discipline.
- 6) Parental Support – Works with parents to create a positive learning environment for their children. Assists parents in evaluating their child's aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data.

- 7) Training – Provides in-service training for staff and students in such areas as anger management, conflict resolution, chemical dependency, etc. **classroom instruction for students in such areas as anger management, conflict resolution, chemical dependency, social-emotional skills and other counseling areas needed.**
- 8) Interagency Cooperation – Confers with other community organizations in providing appropriate services and support to students.
- 9) Records – Maintains student guidance records and protects their confidentiality.
- 10) Reports – Prepares and submits reports and other related documentation as required.
- 11) Public Relations – Promotes, publicizes and interprets program to staff and the community at large. Presents a positive image of the school to parents and conveys to them the school's genuine concern with the education, growth and development of each child.
- 12) Confidentiality – This position works with sensitive information and must maintain strict confidentiality.
- 13) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to building administrator or designee.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Bachelor's degree in education.
- State of Montana teacher certification with endorsement in counseling and guidance.
- Proficient with desktop computers, preferably Microsoft operating system.
- Knowledge of the principles and concepts of counseling and guidance techniques.
- Ability to interact positively with students, staff and community.
- Excellent communication, problem solving and organization skills.
- Ability to work with others and without close supervision.
- Good work habits.

Desirable Qualifications – Previous teaching experience. Previous experience in working with secondary age students. State endorsement in special education. Master’s Degree in guidance and counseling.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.