

## **East Knox Local School District**

### **Job Description**

**Title:** East Knox High School Guidance Counselor

#### **QUALIFICATIONS**

1. Shall be certificated as a School Counselor
2. Shall practice ethical values founded in sound moral character
3. Shall show great respect for confidentiality
4. Shall place the welfare of children as his/her highest priority
5. Shall be loyal to the administration, (board building and district).
6. Shall have all necessary computer skills to perform the job effectively.

#### **REPORTS TO**

High School Principal and Superintendent

#### **EVALUATION**

Shall occur at least two times per year. Once by the high school principal and once by the superintendent

#### **Record Keeping**

- The counselor shall be responsible to maintain accurate and up to date student files.
- Be responsible for computer generated grade point averages and transcripts.
- The counselor shall be responsible collecting all necessary data for students who enroll at East Knox.
- The counselor shall be responsible for generating and mailing accurate grade cards, interim reports, and transcripts.
- The counselor shall generate reports of passing and failing rates for each grading period.
- The counselor shall be responsible maintaining current dropout rates for each grade.
- The counselor shall maintain accurate lists of students who have not passed all required proficiencies.

- The counselor shall be responsible for the transition of all records to computer data.
- The counselor shall be responsible for informing all students and parents of their progress toward graduation
- The counselor shall be responsible for the operation of the Post-Secondary Enrollment Program
- The counselor shall be responsible for a development and operation of a transition program for students entering the 7th and 9th grades

### **Scheduling:**

- The Counselor in consultation with the principal, is responsible for the development of scheduling handbooks
- The counselor shall be responsible for passing out accurate scheduling materials
- The counselor shall hold scheduling meetings with students and parents.
- The counselor shall be responsible for the collection of student requests, loading said requests in to the computer, working with the principal to complete the master schedule, running the computer scheduling program, finishing each individual schedule, balancing class size, and presenting teachers with accurate class lists prior to the completion of the school year.
- The counselor shall be responsible for all schedule changes and maintaining accurate student schedules throughout the year
- The Counselor shall be aware of scheduling trends that may lead to a need for changes in course offerings
- The counselor be responsible for insuring that every student is given sound guidance in wise scheduling choices
- The counselor shall maintain a basic comprehension of how guidance activities relate to EMIS
- The Counselor shall be an advocate for positive change in scheduling and curriculum
- Arrange for and assist students needing summer school

### **Career Development**

- The counselor shall be responsible for developing programs which will result in student awareness of:
  - Locating, evaluating, and interpreting career information
  - Traditional and nontraditional occupations
  - Personal abilities, skills, interests, and motivations
  - How to interact and work cooperatively in teams

- The counselor shall develop programs which will result in students:
  - Acquiring employability skills
  - Being able to demonstrate knowledge about the changing work place
  - Shall learn about the rights and responsibilities of employers and employees
  - Shall learn to write a resume
  - Shall develop a positive attitude toward work and learning
  - Shall understand the importance of responsibility, dependability, punctuality, integrity, and effort in the work place
  - Maintain a career planning portfolio
  - Experience mentoring and shadowing programs
- The counselor shall develop programs in which students will have the opportunity to acquire knowledge to achieve career goals

### **Personal Character Development**

- The counselor shall develop programs in which students will acquire the attitudes, knowledge, and interpersonal skill to help them to understand and respect themselves:
  - Developing positive self-respect
  - Understanding personal beliefs
  - Set goals and take action to achieve those goals.
  - Understanding change
  - Understanding and coping with peer pressure
  - Identifying feelings
  - Understanding appropriate behavior
  - Understanding self-control
  - Understanding personal strengths
  - Understand consequences of decisions and choices identify alternative
  - Solutions
- The counselor shall develop programs in which students will acquire skills to help them to understand others:
  - Recognize that everyone has rights and responsibilities
  - Respect for alternative points of view
  - Respect and appreciation for individual differences
  - Use of effective communication skills
- Comprehension that communication includes speaking, listening and non-verbal behavior
  - Learn to make and keep friends

- The counselor shall develop programs in which students learn to make decisions
- Set goals, and take action to achieve goals
- Understand consequences of decisions and choices identify alternative solutions

### **College Placement**

- The counselor shall:
- Make information about all schools available to all families
- Process all applications
- Complete all college and scholarship recommendations per student/parent request
- Assist families in getting maximum amounts of financial aid
- Be aware of strengths and weaknesses of all Ohio colleges
- Provide every senior with applications for all available to scholarships
- Manage college visitations

### **Tutoring and IAT**

- The counselor shall:
- Chair the IAT for grades 7 – 12
  - \*In consultations with their parents, refer students with severe problems to appropriate community resources
  - \*Arrange for tutorial assistance, or summer school when required in an IEP and for seniors who are at risk for not graduating.

### **Counseling**

- The counselor shall:
  - \*Spend a minimum of 20% of his/her time in-group and individual student counseling.
- The guidance counselor shall:
- Professional growth: Attend state and local staff development programs; join professional associations, read professional journals; attend relevant workshops and conferences sponsored by professional organizations; learn/train in all new computer programs that will enhance the department programs.

### **Testing**

- The counselor shall:
  - \*Work with the district testing coordinator to assure that all High School tests are ordered and administered in a timely fashion.

- \*Be responsible for arranging for administration of ACT and develop databases and spreadsheets showing yearly trends by East Knox students
- \*Be responsible for notification to all students, parents, and administration of any student in grades 7-12 who does not pass sections of the proficiency tests
- Develop databases and spreadsheets showing yearly trends by East Knox students.
- \*Have an intervention program established for students who do not pass any section for the grade 9 and/or OGT (Ohio Graduation Test).

Note: No comp time for this position