

**Greenwood School District 50  
Position Description**

**POSITION TITLE: Middle School Guidance Counselor**

**QUALIFICATIONS:**

1. Certificate in Guidance Counseling
2. Masters Degree
3. Three years classroom experience preferred
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOALS:** To implement the district's comprehensive counseling program for middle level students; to consult with and assist teachers, parents, and staff to enhance their effectiveness in helping students; to protect the confidentiality of student records; and to provide appropriate support to middle level educational programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** *Other duties may be assigned.*

*Guidance Curriculum*

1. Teach, team teach with, or assist teachers in teaching guidance curriculum learning activities.
2. Meet with small groups of students outside the classroom to respond to identified interests or needs.
3. Conduct or coordinate parenting seminars to provide information and/or support as needed or requested.

*1. Individual Planning*

4. Assist students in developing immediate and long-range plans by analyzing and evaluating students' abilities, interests, skills and achievement.
5. Work with students in planning personal, educational, and career goals.
6. Assist students in making the transition from school to school through orientation activities.
7. Participate in the intervention team process or school support team.

*1. Responsive Services*

8. Provide individual counseling for students in the areas of personal/social, educational/academic, and career education.
9. Provide small group counseling based on student surveys of interest and need.
10. Provide consultation and feedback to parents, staff members, and community agencies regarding strategies to help students.

11. Make referrals to outside sources when extended counseling or support is necessary.
12. Counsel and support students and their families facing emergency situations and make appropriate outside referrals.

*1. System Support*

13. Plan and evaluate the counseling program.
14. Promote a positive working relationship with students, staff, and members of the community.
15. Consult with teachers and other staff members regularly to provide information, to support staff, and to receive feedback on student needs.
16. Pursue continuous professional growth by keeping current with educational developments and literature in the field of school guidance.
17. Develop and maintain a library of pertinent information available to students, parents, and staff.
18. Perform other tasks and assume other responsibilities as may from time to time be assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervises students and assumes other supervisory duties as assigned by the building principal.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Certificate in Guidance Counseling, bachelor's Degree in Elementary or Master's Degree in Secondary Guidance Counseling, and three years teaching experience required. Must be able to effectively deal with students, parents, the public and staff both in person and on the phone.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, managers, employee, clients, customers and/or the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, gather data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:**

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with student, peers and parents, skill in oral and written communication.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

*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 noise level in the work environment is usually quiet.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*