

**FRENCHTOWN
HIGH SCHOOL GUIDANCE COUNSELOR
JOB DESCRIPTION**

GOAL: Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

QUALIFICATIONS

1. Valid Montana teaching certificate and endorsement in counseling.
2. Demonstrated successful experience working with students.
3. Ability to work well with students, parents, and other staff members.
4. Thorough knowledge and understanding of the instructional/learning process.
5. Strong academic preparation and/or teaching experience.
6. Ability to implement appropriate classroom management/working environment.
7. Other qualities as deemed appropriate.

DUTIES AND RESPONSIBILITIES

1. MAJOR FUNCTION: DEVELOPMENT AND MANAGEMENT OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

- 1.1 Discusses the comprehensive school counseling program with the school administrator.
- 1.2 Communicates the goals of the comprehensive school counseling program to education stakeholders.
- 1.3 Maintains current and appropriate resources for education stakeholders.
- 1.4 Provide services through the guidance curriculum, individual student planning, program management, system support and accountability.

2. MAJOR FUNCTION: DELIVERY OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

Guidance Curriculum

- 2.1 Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.

Individual Student Planning

- 2.2 Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals and plans.
- 2.3 Accurately and appropriately interprets and utilizes student data.
- 2.4 Collaborates with parents/guardians and educators to assist students with educational and career planning.

Preventive and Responsive Services

- 2.5 Provides individual and group counseling to students with identified concerns and needs.
- 2.6 Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
- 2.7 Implements an effective referral and follow-up process.
- 2.8 Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.

System Support

- 2.10 Provides appropriate information to staff related to the comprehensive school counseling program.
- 2.11 Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data.
- 2.12 Participates in professional development activities to improve knowledge and skills.

- 2.13 Uses available technology resources to enhance the school counseling program.
- 2.14 Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.

3. MAJOR FUNCTION: ACCOUNTABILITY

- 3.1 Conducts a yearly program audit to review extent of program implementation.
- 3.2 Collects and analyzes data to guide program direction and emphasis.
- 3.3 Measures results of the school counseling program activities and shares results as appropriate.
- 3.4 Monitors student academic performance, behavior and attendance and assists with appropriate interventions.

IMMEDIATE SUPERVISOR Building Principal. In addition, a School Counselor, as are all district employees, is under the general supervision of the District Superintendent.

TERMS OF EMPLOYMENT Salary, benefits, and other working conditions as negotiated by the Frenchtown Public Schools Board of Trustees and the FEA.

EQUIPMENT USED

Calculator, computer, copy machine, fax machine, telephone/voice mail.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually quiet to moderate. The employee is often required to meet deadlines with severe time constraints.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

MENTAL/MOTOR DEMANDS

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.