

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: HIGH SCHOOL GUIDANCE COUNSELOR

QUALIFICATIONS: 1. Illinois certification for the specified teaching assignment.
2. Federal highly qualified requirements for the specified teaching assignment.
3. Such alternatives to the above qualifications as appropriate and/or acceptable.

REPORTS TO: Building Principal

DUTIES AND RESPONSIBILITIES:

To help 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 men and women.

1. Aides students in course and subject selection.
2. Demonstrates a respect for the worth, dignity and quality of student rights.
3. Shows a concern for the student's total development including educational, vocational, personal, and social.
4. Assists students in the development of positive habits, attitudes, and values.
5. Clearly indicates, as the counseling situation warrants, the conditions under which counseling is provided with respect to privileged information.
6. Evaluates the academic progress of students, reviews graduation requirements and assists in the adjustment to the school environment and its programs.
7. Encourages student participation in appropriate extra-curricular school activities.
8. Assists all students in the development of an awareness of post high school college and career readiness.
9. Encourages students to plan leisure time activities for personal satisfaction.
10. Makes discreet and professional use of information shared during parent conferences.
11. Respects the basic right and responsibility of parents to assist their children in decision making.
12. Treats information received from parents of a counselee in a confidential manner.
13. Shares, communicates, and interprets pertinent data about the counselee's academic record and progress with his/her parents.
14. Demonstrates thorough knowledge of students' backgrounds, cultures, skills, and interests and uses this knowledge to assist students in their planning and goal-setting.
15. Is aware of resources/opportunities available for students and regularly conveys that information to students and parents.

16. Interacts with and among students with warmth and caring, being respectful of the cultural and developmental differences between groups of students.
17. Communicates clearly and accurately to students, both orally and in writing. Communications are appropriate to students' cultures and levels of development.
18. Utilizes a system for maintaining accurate records that is efficient and effective.
19. Communicates frequently with families and successfully engages them in the instructional program, conveying information to families about individual students in a culturally appropriate manner.
20. Participates actively in school and district events and projects, and maintains positive and productive relationships with colleagues.
21. Seeks out opportunities for professional development based on individual need.
22. Makes genuine and successful efforts to ensure that all students are well served by the school.
23. Assists the administration in implementing all policies and rules governing students.
24. Performs other tasks and duties as necessary and assigned by the building principal.

TERMS OF EMPLOYMENT: As specified in teacher contract.

EVALUATION: As per evaluation plan for certified staff.

COMPENSATION: As specified in teacher contract.

Revised September 29, 2011