

## **Guidance Counselor**

### **Responsibilities:**

#### ***Develop and manage a comprehensive school counseling program***

- Develops and maintains a written plan for effective delivery of the school counseling program
- Communicates the goals of the comprehensive school counseling program to education stakeholders
- Maintains current and appropriate resources for education stakeholders
- Uses the majority of time providing direct services such as academic guidance, individual student planning, and preventive and responsive services

#### ***Delivery of a comprehensive school counseling program***

##### ***Guidance Program***

- Provides leadership and collaborates with the school leadership team to ensure the implementation of the school counseling program
- Implements developmentally and appropriate prevention-oriented group activities to meet the student needs and school goals

##### ***Individual Student Planning***

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

##### ***Preventive and Responsive Services***

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

##### ***System Support***

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

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

***Accountability***

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

**Qualifications:**

- Master's degree required
- A valid school counselor certification as defined by Louisiana
- Two years experience in student services, social services, training, development, or related positions
- Experience in an educational organization with focus on improving student performance
- Must possess strong interpersonal and communication skills. Incumbents must be able to lead, communicate and persuade others, and interact effectively with others in difficult situations
- Must have the ability to professionally and effectively deliver presentations to small and large groups
- Must be results oriented and able to manage various projects or tasks at one time