

WESLEYAN CHRISTIAN SCHOOL
JOB DESCRIPTION

GUIDANCE COUNSELOR

A. OVERALL GOALS AND PRIMARY PURPOSE

The Guidance Counselor will carry out assigned duties to the glory of God and the benefit of the ministry of the School. The counselor will support, promote, and communicate the School's commitment to its Christian philosophy of education in each area of responsibility.

The primary function of the Guidance Counselor is to provide a comprehensive counseling program focused on the learning, personal/social and career/vocational needs of all students. Utilize leadership, advocacy, and collaboration to promote student success, provide preventive services, and respond to identified student needs by implementing a program that addresses academic, career, and personal/social development for all students.

B. DUTIES AND RESPONSIBILITIES

1. Development and Management of a Comprehensive School Counseling Program
 - 1.1 Adhere to and support board policy, school guidelines, administrative rules and directives.
 - 1.2 Discuss the comprehensive school counseling program with the school administrator.
 - 1.3 Communicate the goals of the counseling program to education stakeholders.
 - 1.4 Maintains current and appropriate resources for education stakeholders.
 - 1.5 Completes written reports as needed or requested by the administrator.
 - 1.6 Other duties as assigned.

2. Delivery of a Comprehensive School Counseling Program
 - Curriculum Guidance*
 - 2.1 Provides leadership and collaborates with other educators in the school-wide integration of ACSI, state, and school guidelines.
 - 2.2 Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
 - Individual Student Planning*
 - 2.3 Assist all students 9th – 12th, individually or in groups, with developing academic, career and personal/social skills, goals and plans.
 - 2.4 Accurately and appropriately interpret and utilize student data.
 - 2.5 Collaborate with parents/guardians and educators to assist students with educational and career planning.
 - Preventative and Responsive Services*
 - 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.

System Support

2.8 Provides appropriate information to staff related to the school counseling program.

2.9 Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data.

2.10 Participates in professional development activities to improve knowledge and skills.

2.11 Uses available technology resources to enhance the school counseling program.

3. Accountability

3.1 Conduct an annual 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.

C. PRIORITIES

1. Track progress of students to ensure fulfillment of graduation requirements. This includes updating and maintaining student transcripts and requesting school records from other schools.
2. Coordinate standardized testing. This includes the timely ordering of test materials and shipping of completed tests. An orientation on testing for new teachers should be conducted as well as annual instructions to all teachers for testing.
3. Test results should be reviewed with the administrators and specific areas in need of improvement identified.
4. Assist students in preparing for the test-taking process (e.g. PLAN, EXPLORE, ACT, SAT, PSAT/NMSQT, etc.)
5. Assist students in investigating college choices (e.g., financial aid, majors, social environment, religious environment, etc.)
6. Assist students in the application process (e.g., application dates, necessary classes, deadlines, transcripts, etc.)

Elementary School Counselor Performance Responsibilities

1. Serve as the School Testing Coordinator and assist the Elementary Principal with the circulation and collection of all testing materials.
2. Assist the Elementary Principal and teachers in assessing and interpreting the testing data.

Middle School and High School Counselor Performance Responsibilities

1. Serve as the School Testing Coordinator and assist the Secondary Principal with the circulation and collection of all testing materials.
2. Assist the Secondary Principal and teachers in assessing and interpreting the testing data.
3. Assist in making annual class schedules and enrolling students in the appropriate classes.

4. Meet individually or in a group with every 9th – 12th grade student and parents to develop a career plan.
5. Assist students with scholarship information, college admissions and acceptance, and financial aid application information and instruction.