

**PENDLETON COUNTY SCHOOLS  
JOB DESCRIPTION**

**Guidance Counselor**

**Qualifications:**

1. Meet minimum standards for certification as set forth by the West Virginia State Board of Education in Minimum Standards for the licensure of School Counselor.
2. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
3. Ability to communicate effectively with students, school personnel, and parents.

**Immediate Supervisor:** Principal

**Professional Responsibilities:**

As defined in State Statute, §18-5-18b, the School Counselor shall work with individual pupils, and groups of pupils in providing developmental, preventive, and remedial guidance in counseling programs to meet academic, social, emotional and physical needs; including programs to identify and address the problem of potential school dropouts. The School Counselor shall spend at least 75% of work time on direct counseling relationships with pupils.

- Plans, prepares and implements new programs or facilitates change in the existing Guidance/Counseling program
- Organizes, directs, and coordinates programs
- Gathers and interprets data for individuals, groups or programs
- Delivers services to students or others
- Collaborates with school personnel and/or parents to coordinate the delivery of services to students or others
- Facilitates professional development activities to achieve goals and achievement of desired goals
- Develops and improves individual competencies and skills to deliver services

**Professional Performance Characteristics:**

***Planning, Preparation and Implementation***

Engages in activities that prepare for implementation of new programs or facilitates change in existing programs and their implementation. Items that may be used to reflect planning and preparation:

Identifies needs of students and others; develops action plans based on identified needs; evaluates ongoing programs/plans; revises programs based on assessment; implements ongoing program activities and revise activities as needed; and advises school personnel regarding available resources.

***Administration/Management***

Organizes, directs, or coordinates programs that include responsibility for budgeting, staffing, reporting and other similar activities. Items that may be used to reflect administration/management.

Aids school administration in developing and providing policies and/or programs; establishes and communicates practices and procedures to students, parents, community and staff; works to integrate program into total school curriculum; prepares thorough and accurate reports in a timely manner; and, makes recommendations to modify the school program to meet individual student's needs.

### ***Assessment/Evaluation***

Gathers and interprets data from individual, groups, or programs to evaluate needs and program. Items that may be used to reflect assessment/evaluation:

Explains the nature and purpose of assessment in an understandable manner; demonstrates knowledge of theories, techniques and instruments used for assessment; follows confidentiality procedures; makes provisions for the attainment and evaluation of program goals; and communicates effectively with school personnel, students, parents, and the community.

### ***Intervention***

Delivers services to students and others to improve skills/functional abilities or inform recipients of services. Items that may be used to reflect intervention:

Provides activities to foster the development of the whole child/student; demonstrates positive interpersonal relationships with students, educational staff, parents, and the community; assists teachers and students in implementing plans/strategies; involves student in setting objectives; and uses systematic processes to assess needs, plan interventions, and evaluate outcomes.

### ***Collaboration***

Collaborates with school personnel, parents and the community to assist with and coordinate the delivery of services to students. Items that may be used to reflect collaboration:

Presents information about services offered to students, school personnel, parents, and the community; assists parents and students with individual needs to secure available services; creates a positive climate during consultation; serves on or leads multidisciplinary teams; and respects values different from his/her own.

### ***Professional Development***

Facilitates professional development activities to achieve goals. Items that may be used to reflect professional development:

Seeks input from staff; plans, implements, and evaluates professional development programs; disseminates information at meetings; and develops procedures and provides training for school personnel students, and parents.

### ***Professional Responsibilities***

Develops and improves individual competence and skill in delivering services consistent with professional standards. Items that may be used to reflect professional responsibilities:

Behaves in an ethical manner; demonstrates understanding of own professional limitations; continues professional development by keeping abreast of current trends; keeps appointments and follows up with commitments; adheres to established regulations, policies, rules and laws; and commands respect by example in appearance, manners, behavior and language.