

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



Title: Guidance Counselor

QUALIFICATIONS:

- a. The guidance counselor shall have a B.A. degree with certification in guidance. A master's degree is recommended, but not required unless this becomes a state mandate.

REPORTS TO:

Building Principals

SUPERVISES:

Guidance Office Personnel

JOB GOAL:

To assist students in overcoming problems that impede learning and to assist them in making sound educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Aids students in course and subject selection.
2. Obtains and disseminates occupational and vocational information to pupils and to classes studying occupations.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students and parents in evolving educational and occupational plans.
4. Work to discover and develop special abilities of students.
5. Registers pupils new to the school and orient them to school procedures & the school's varied opportunities for learning.
6. Works to prevent students from dropping out of school.
7. Helps students evaluate career interests and choices.
8. Works to discover and develop special abilities in pupils.
9. Remains readily available to pupils in order to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
10. Works with students on an individual basis in the solution of personal problems related to such problems as home & family relations, health and emotional adjustments.
11. Plans guidance field trips to schools, colleges, and industry for interested students.
12. Guides students in their participation in school/community activities.
13. Maintains student cumulative folders and protects their confidentiality.
14. Supervises the preparation and processing of college scholarship, and employment applications.
15. Makes recommendations to colleges/universities for both admissions and scholarships.

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16. Provides pupil information to colleges/universities, and potential employers, according to the Winner Board of Education's policy on student records.
17. Confers with other staff whenever necessary to assist in the overall development of a specific pupil.
18. Works with teachers and other staff members to familiarize them with the general range of services offered by the guidance program.
19. Interprets the school's guidance program to the community
20. Provides vocational guidance information to pupils desiring an educational future other than college/university.
21. Provides information for high school orientation sessions.
22. Remains up to date on changing job entry skill requirements and changing technologies in business and industry.
23. Meets with representatives of universities, vocational schools, and the military services to discuss their programs and requirements and to arrange meetings with pupils.
24. Cooperates with businesses/industry on job references for former students.
25. Arranges for business/industrial representatives, as well as colleges/universities, to interview graduates as prospective employees and students.
26. Maintains a file of school profiles (universities/colleges/vocational schools/military institutions) for utilization by students.
27. Assists with all necessary vocational counseling.
28. Acquaints students/parents with college/university entrance requirements & provide the necessary academic counseling.
29. Conducts student interviews as part of academic/vocational placement.
30. Meets with parents as necessary to solve in-school, as well as possible "home" conflicts.
31. Works closely with the Substance Abuse Coordinator.