

**GUIDANCE COUNSELOR**

**JOB SUMMARY**

To provide counseling and guidance to students in the school(s) where employed.

**QUALIFICATIONS**

- Valid Tennessee teaching license with proper area of endorsement (36 ASPGR Apprentice Special Groups, Professional School Service Personnel)
- Master's Degree (K-12 Counselor, Endorsement code 487)
- Such alternatives to the above qualifications as the Principal or Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Principal
- Provide preventive and developmental counseling to school students in order to prepare them for their school responsibilities and their social and physical development
- Aide children in academic development through the use and interpretation of test scores, improved pupil self-concept, and early identification and attention to problems that are deterrents to learning and development
- Act in a consultative role to teachers relative to the use of test scores and improvement of the learning environment, use of out-of-school resources and agencies, and development of a home-school liaison
- Offer services related to the identification and placement of children with handicapping conditions
- Serve in a consultative role to parents, in a liaison capacity, as a resource in understanding growth and development problems, and as an aid in understanding how some non-school factors affect learning and achievement
- Serve as a resource in decreasing discipline problems through an understanding of peer relations, teacher-pupil relations, social awareness, and drug awareness
- Aid in improving school attendance and retention by implementing an early identification and prevention program for potential attendance and retention problems
- Serve as a resource in decreasing the incidence of juvenile delinquency by early intervention through guidance and counseling services
- Act as a resource and consultant to teachers in implementing a career development program which, at the elementary school level, includes self awareness, job awareness and pre-vocational orientation
- Provide an available source for students who need someone to "just listen" to their problems or concerns
- Serve as a resource and consultant to teacher in implementing an intervention program that utilizes conflict resolution and decision-making strategies aimed at preventing occurrences of disruptive acts by students within the school, at school related activities/events, and on school property
- Provide thirty days notice of resignation so that an appropriate replacement may be found
- Perform other duties as assigned by the Principal or Director of Schools