



Pickens County Schools

Job Descriptions

SCHOOL GUIDANCE COUNSELOR **(HIGH SCHOOL)**

Title/Position: School Counselor (Grades 9-12)

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 210 Days

Reports to: Principal

Qualifications: As set by state certification authorities

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.
- Aid students in course and subject selection.
- Works with Student Services to prevent students from dropping out of school.
- Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
- Guides students in their participation in school and community activities.
- Obtain and disseminates occupational information to students and to classes studying occupations.
- Work with students on an individual basis to solve personal problems related to such home and family relations, health, and emotional adjustment.
- Consults with parents when necessary.
- Provides in – service training in guidance for teachers and student teachers.
- Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
- Remains readily available to students to provide counseling that will lead each student to increased personal growth, self – understanding, and maturity.
- Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
- Performs other related tasks assigned by the Principal and other district administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Exempt