

Franklin County Community School Corporation

Job Title	Counselor – High School			
Position Type	<input checked="" type="checkbox"/> full time <input type="checkbox"/> certified <input type="checkbox"/> part time <input type="checkbox"/> non-certified	<input type="checkbox"/> 180 days <input type="checkbox"/> 185 days <input type="checkbox"/> 190 days <input checked="" type="checkbox"/> 195 days <input type="checkbox"/> 210 days	<input type="checkbox"/> 220 days <input type="checkbox"/> 230 days <input type="checkbox"/> 12 months <input type="checkbox"/> as needed	

Job Purpose: The purpose of the high school guidance counselor is to advise students about course selections, oversee testing programs and graduation requirements, possible careers, preparation for college, etc.

Duties:

Primary Functions:

1. To provide educational career guidance for all students.
2. To provide student assistance for those students experiencing a personal or social concern that is interfering with learning.
3. To advocate for individual students and systemic change when an aspect of the learning environment is interfering with learning.
4. To manage the school counseling program in an efficient and effective manner.

Major Job Responsibilities:

- A. Guidance (Educational and Career Services)
 1. To identify local guidance standards and indicators in the areas of academic, career, and citizenship development including, but not limited to, the Indiana Universal Student Standards for Guidance.
 2. To develop and present guidance lessons in a variety of settings including classrooms and small-group meetings in the following areas:
 - a. Academic development
 - b. Career development
 - c. Citizenship development
 3. To coordinate guidance activities delivered by school counselors with guidance activities delivered by others in the school and community including teachers involved in advisor-advisee programs, classroom teachers integrating guidance and academic content in their lesson plans, and community service groups whose mission is to provide guidance for the community's young people.
- B. Counseling (Student Assistant Services)
 1. To identify local counseling needs related to personal and social development
 2. To provide student assistance for students having personal or social concerns that interfere with learning including individual counseling, group counseling, crisis counseling, and referrals.
 3. To provide consultation to administrators, teachers, and parents regarding individual or groups of students.
 4. To coordinate student assistance activities delivered by the school counselors with student assistance activities delivered by others including teachers involved in advisor-advisee programs, peer helpers, those providing informational groups, and community members providing mental health services.

- C. Student Advocacy
 - 1. To identify situations in which a student or a student group is not achieving to their potential because the learning environment is not supportive of high student achievement.
 - 2. To participate in and/or facilitate in school improvement initiatives, promote the concept of high achievement for all students, advocate for a supportive learning environment for all students, promote an understanding of various ethnic or cultural groups, and provide assistance for teachers who are striving to help all students learn.
 - 3. To coordinate advocate activities delivered by the school counselors with advocacy activities delivered by others including those of the school improvement team.
 - 4. To communicate about the school counseling program to students, teachers, administrators, parents, and community members.

- D. Testing (Graduation Requirements)
 - 1. Implement required state tests.
 - 2. Assist in the analysis of test data.
 - 3. Work with students and parents to ensure graduation/diploma guidelines are met.
 - 4. Assist students with the waiver process.
 - 5. Assist students registering for appropriate placement tests.

- E. Professionalism
 - 1. To adhere to ethical standards of the state and national school counselor associations.
 - 2. To adhere to preferred practices prescribed by state and national school counselor associations.
 - 3. To demonstrate knowledge of local, state, and federal policies, regulations, and laws pertaining to school counseling.
 - 4. Demonstrate continuous personal growth and professional development.

Skills/Qualifications:

Meet the licensing requirements for “School Counselor” as defined by the Indiana Professional Standards Board.

Evaluated by	Building Principal
	The employee shall be evaluated annually.