

**Job Description, Counselor**

**AR-4560.3**

The school counselor shall be assigned, supervised, and evaluated by the building principal, and the duties shall include, but not be limited to the following:

- I. Performing those applicable duties described in the teachers' job description in AR-4560.1.
- II. Advising and assisting on class schedules and student assignments therein, and maintaining (with confidentiality where necessary) current records pertinent to each student.
- III. Assisting students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data.
- IV. Coordinating contacts between parents and school personnel and non-school agencies which provide student services.
- V. Assisting and advising staff on the attainment of an emotionally healthy school climate and the developmental needs of students.
- VI. Coordinating and advising on implementation of the student assessment program and maintaining records pertinent to the student and the school.
- VII. Enhancing an effective communications network, formal and informal, between students, staff, and parents.
- VIII. Developing and implementing orientation programs for new students and students in transition between school buildings, programs, and school administrators.
- IX. Advising and assisting students and their parents in making post-secondary career decisions.
- X. Supervising the preparation and processing of college, scholarship, and employment applications.
- XI. Initiating, assembling, maintaining, and interpreting cumulative progress records, activity records, and uniform transcript records for individual students. Sending out and collecting student transcripts as students move into or out of the school district.
- XII. With the approval of his or her principal, reporting

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achievement test results and other pertinent information which may serve as an indication as to the level of student performance as it may relate to state or national norms to staff, board of education, and community.

- XIII. Demonstrating an effective and articulate use of the English language in both oral and written communications.
- XIV. Maintains student records and protects the confidentiality of student records.
- XV. Works to resolve students' educational handicaps.
- XVI. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
- XVII. Works to prevent students from dropping out of school.
- XVIII. Works with teachers and other staff members to familiarize them with the general range of services offered by the guidance department, and to improve the educational prospects of individual students being counseled.
- XIX. Interprets the guidance program to the community.
- XX. Minimum physical requirements for the position.

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing		X		
Walking		X		
Sitting			X	
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			

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Driving	X			
Lifting 30# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks <sup>1</sup>			X	

<sup>1</sup> Operate A-V equipment (TV, VCR, various projectors, and recorders), and telephone. Knowledge of computer necessary in some areas.

XXI. Minimum educational preparation requirements.

- A. Nebraska Master's degree in guidance and counseling, or equivalent.
- B. Holds a Nebraska teaching certificate with endorsement as school guidance counselor, or equivalent
- C. Two years previous successful teaching experience.

XXII. Performing other tasks and duties as assigned.

XXIII. This position reports to and is evaluated by the principal(s).

Legal References:	§79-101	Teaching Defined.
	§79-501	District Boards, Hiring of Superintendent, Teachers, and Personnel.
	§79-567	Board of Education, Power to Select Officers and Employees.
	§79-804 Through §79-816 §79-1248	Certification Requirements.  Schools, Written Contracts Required.
	§79-859 Through §79-871	Professional Practices Commission.