

MIDDLE LEVEL GUIDANCE COUNSELOR JOB DESCRIPTION

The Position

As members of the Guidance Department, counselors provide a comprehensive guidance program which meets the needs of their assigned students in grades 6-8. Counselors promote and enhance academic, personal, social, and career development of all students.

Responsibilities/Duties

1. Implement the middle level guidance curriculum.
 - a. Conduct developmental guidance lessons in the classroom and in large groups.
 - b. Facilitate the integration of the guidance curriculum into the educational curricula.
 - c. Select topics and resources consistent with school identified objectives.
 - d. Conduct orientation activities for students new to the school.
 - e. Provide middle level transitional activities.
 - f. Assist student with developing a educational goals.
 - g. Provide school-to-career guidance activities using resources, e.g., Career Information System, Career Center, and the Graduate Profile Planner/Planning Guide for the middle level.
 - h. Provide guidance for high school planning and the magnet school application process.
 - i. Interpret standardized test results.
 - j. Assist the administration with the school testing program.
2. Conduct structured, goal-oriented counseling sessions in response to identified needs relative to achievement and school success of individuals and groups of students.
3. Consult with and serve as a resource for teachers, staff, and parents regarding the developmental needs of students.
 - a. Conduct and facilitate conferences with teachers, students, and parents.
 - b. Conduct inservice programs for faculty and staff.
 - c. Model appropriate behavior with student, parent, and colleague interactions.
 - d. Maintain records to document interactions, interventions, and decisions.

4. Refer students and their parents to community agencies, programs, or specialists as appropriate.
 - a. Maintain a comprehensive list of district and community resources.
 - b. Consult and coordinate with in-district and community agencies.
 - c. Consult with school staff members for appropriate student placement, e.g., regular education, English Language Learners, special programs.
 - d. Conduct or provide referrals for parent education programs.
 - e. Report child abuse and child neglect in accordance with NRS432B.220

5. Participate in the evaluation and revision of the school guidance program.
 - a. Annually review the guidance program using the National Study of School Evaluation self study model.
 - b. Plan the guidance program calendar.
 - c. Participate in developing a budget to support the guidance program.
 - d. Assess counselors role in supporting the school learning improvement plan and school identified objective.

6. Fulfill professional responsibilities.
 - a. Maintain confidentiality.
 - b. Maintain records consistent with ethical and legal guidelines.
 - c. Participate on the school-based crisis team.
 - d. Perform responsibilities in an organized, accurate, timely and dependable manner.
 - e. Assist students with course selections which are the most challenging for their high school and career plans.
 - f. Operate within the federal and state laws and the established district and school procedures and policies.
 - g. Provide support for other school and district programs and personnel.
 - h. Attend district inservices and meetings.
 - i. Keep informed of current professional trends.
 - j. Utilizes computers effectively in the performance of assigned duties and responsibilities.
 - k. Pursue professional growth.