

**Poquoson City Public Schools**  
**JOB DESCRIPTION**

**TITLE: Secondary Guidance Counselor**

This position is  exempt or  non-exempt

**PRIMARY FUNCTION:**

Responsible for providing guidance counseling services in the secondary school setting as well as supervision of guidance counseling program in the school

**MINIMUM QUALIFICATIONS:**

- Holds a postgraduate professional license in school counseling; has a Master's Degree; or any equivalent combination of training and experience which would provide the acceptable knowledge, abilities and skills, as evidenced in the following performance responsibilities.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Possesses high moral standards and integrity
- Has demonstrated professional and personal characteristics necessary for working effectively with school personnel, students, parents, and members of the community
- Knowledgeable of guidance counseling operations and issues and professional standards such as the American School Counselor Association's Ethical Standards for School Counselors
- Ability to quickly learn procedures used to report information and maintain records
- Ability to prepare required written/electronic reports
- Ability to organize/manage and to make sound decisions
- Knowledgeable in business software to include: word processing, spreadsheets, slideshows, etc.
- Knowledge in guidance software to include: EIMS, student database software (PowerSchool preferred)

**GENERAL PERFORMANCE RESPONSIBILITIES:**

- Supports students to understand and deal with developmental issues
- Instructs students in strategies for making decisions and choices
- Helps students to identify and develop their special talents
- Works with students on an individual or group basis to resolve student-identified areas of concern
- Consults with teachers on issues related to student learning
- Serves on committees as deemed appropriate by the principal (e.g., Child Study Committees, RtI, etc.)
- Facilitates meetings/conferences between teachers, students and parents
- Maintain student records verifying student academic progress for promotion and graduation, as well as verified credit status
- Protects student confidentiality
- Handles issues which are highly sensitive and/or related to student safety
- Interprets educational information (ability and aptitude measures, standardized test scores, and other pertinent data) to students, parents, other school division personnel
- Provides crisis counseling to students in need
- Confers with parents about their own child(ren) or about developmental issues
- Provides professional development activities for the division as requested
- Makes appropriate referrals to other school division personnel or community agencies
- Informs parents and/or appropriate authorities when a student's condition indicates a clear and imminent danger to himself
- Assists with school, state and federal testing programs
- Develops, reviews, and maintains student academic and career plans (Middle School and High School)
- Coordinates the preparation and processing of college, scholarship, and employment applications (High School)

- Recommends students to colleges and for scholarships (High School)
- Works collaboratively with the Guidance Director to provide the school community with a high quality guidance counseling program
- Perform other duties as assigned by school principal

**TERMS OF EMPLOYMENT:**

Salary according to School Board Pay Plan and contract length teacher contract plus 20 days for high school guidance counselors; teacher contract plus 10 days for middle school guidance counselors

**EVALUATION:**

Reports to the principal and will be evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel

**APPROVED BY THE DEPUTY SUPERINTENDENT OF INSTRUCTION & SUPPORT SERVICES**