

Position Guide Dawson County School System

Title:	
Counselor	
Date Approved:	Date Revised:
2/12/90	6/13/05
Reports To:	Terms of Employment:
Principal	10 ½ to 12 months
Supervises:	Pay Schedule/Grade:
	State + Local Supplement
	Descriptor Code:
Qualifications:	
Minimum qualifications: Master's Degree Valid Georgia Certification in assigned field	

Superintendent



Principal



Counselor

Performance Responsibilities:

- Demonstrates comprehensive knowledge of the field of guidance and counseling.
- Use guidance information and counseling methods appropriately (in individual, group, and classroom guidance).
- Maintain appropriate materials for classroom and group guidance sessions.
- Provide an accepting, non-punishing environment in which students feel comfortable about expressing, and finding a resolution for their most intimate problems and concerns.
- Provide empathy and support to students while assisting them in identifying problems and causes, alternatives, possible consequences and appropriate action.
- Establish guidance goals based on assessed needs.
- Assist in the development of a comprehensive developmental plan for pupil personnel services.
- Serve as a public relations person to promote the guidance program and/or student accomplishments.
- Consult with teachers, parents, other educators and community agencies in resolving student problems.
- Makes appropriate referrals to various professional resources within the school and community.
- Assess individual student's abilities, aptitudes, and interests as necessary, using appropriate counseling instruments.
- Supervise the entry and withdrawal of students, transfer of student records, and the completion and storage of all student records.
- Assist other staff members in identifying and helping students with special needs, and attend special education staffings.
- Serves as Student Support Team Coordinator and insures that an effective model is developed, implemented, and enforced.
- The High School Counselors' Additional Responsibilities:**
- Provide for the preparation and mailing of graduates' transcripts.
- Coordinate and serve as leader in an advisement program.
- Coordinate the development of the registration and scheduling process.
- Maintain current career information materials, post-secondary educational opportunities, financial aid and scholarship information.
- Assist students and teachers in course selection and program requirements.
- Plan and direct services performed by the guidance secretary.
- Assume all other duties as assigned by the principal or designee.