Downloaded from <https://www.velvetjobs.com/job-descriptions/guidance-counselor>

# Example of Guidance Counselor Job Description

Our growing company is searching for experienced candidates for the position of guidance counselor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for guidance counselor

* Implements all policies and/or behavior tools (point and level system) of the program with classroom behavior, policies, and procedures
* Able to support and direct at-risk students with a variety of behavioral and emotional difficulties
* Assists in transporting students throughout the school building
* Review and approve plans for client activities, which may include group meetings, field trips and assemblies
* Counsels resident students regarding academic, vocational, career and/or social or behavioral problems
* May counsel in group setting or individually involving concerns that arise in the education area
* Coordinates, interprets and maintains records on inmates
* Maintains educational files
* Responsible for the individual career plan and career passports
* Maintains educational record

## Qualifications for guidance counselor

* Forwards educational transcripts to principal
* Maintains class enrollment and waiting lists and testing waiting lists
* Assist in pre-release placement and follow-up counseling services
* Assists in planning, implementing and supervising extra-curricular activities as requested by educational administrator
* Attends guidance counselor meetings
* Constructs, maintains and updates educational reports to insure creditability and accountability to the department, institution and Operation Support Center