



Example of Guidance Counselor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of guidance counselor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for guidance counselor

- Performs other related duties and security functions as required
- Maintains the guidance program by assessing student needs and coordinating guidance services for students
- Collaborates with other school Guidance Counselor to ensure guidance services are consistent between all grade levels and students receive the necessary services for successful progression
- Provides personal and psycho-educational counseling in a one on one setting or group setting on a scheduled basis, in the areas of socio-emotional, academic and career development
- Provides support for Character Education programming as necessary
- Maintains the most current information in the School Counseling field by attending professional development opportunities
- Conducts informal and standardized career and technology assessments
- Conducts Classroom Guidance lessons related to Career/ Employment, Training, and Higher education opportunities
- Develops or serves as consultant for the development of transition plans in the Individualized Education Plans
- Serves as facility liaison to link students with outside agencies and coordinate vocational, educational and transitional services

Qualifications for guidance counselor

- Works in conjunction with VSDB administration to develop and maintain class schedules for all high school students to ensure compliance with graduation requirements by gathering and coordinating information from students, families and VSDB staff
- Serves as a member of the Admissions team to evaluate information for potential placement of students
- Serves as a member of the Student Support team to monitor the social-emotional and behavioral needs of students
- Serves as a member of the Threat Assessment Team to evaluate threats or risks on campus
- Administers and monitors testing with appropriate accommodations for entrance to workforce, colleges or higher education