



## Job Profile

Job Title:	Director of Guidance/Guidance Counselor
Department:	Guidance
Reports to:	Principal
Date:	1/14/2020

### General Summary

*What is the primary purpose of this position?*

The Director of Guidance/Guidance Counselor is directly accountable to the Principal of St. Francis Catholic High School. This role supports students through their four-year academic program. The Guidance Counselor counsels students in areas of academic planning and achievement, career and internship planning, and personal and social development. While supporting the spiritual, intellectual, social and psychological development of each student, the Guidance Counselor collaborates with the College Advisors to assist students in selecting a college and career choices. The Director of Guidance oversees the Guidance Department and is the direct supervisor to the Guidance Counselors, College Advisors, and Administrative Assistant to Guidance.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

**All areas of responsibility must be operated consistent with the Catholic mission of the school.**

- Supervises other Guidance counselors and college advisors, including setting departmental objectives, providing ongoing feedback, coaching, collaboration, and annual performance reviews.
- Manages overall function and flow of the Guidance Department.
- Manages departmental budget.
- Consults and collaborates regularly with the other Guidance Counselors, College Advisors, Wellness Counselors, Resource Specialist, and Administration.
- In collaboration with Administration and other counselors, conducts parent conferences as requested and required and assists other counselors in escalated cases.
- Supports his or her caseload of students through the four-year academic program.
- Assists students in course selection toward completion of graduation requirements and college admissions requirements.
- Reviews the students' transcripts yearly.
- Communicates with parents of students with academic concerns.
- Shares in preparation of in-class presentations.
- Attends and participates in a wide variety of meetings, conferences and seminars.
- Assists in college application workshops.
- Conducts grade-level appropriate parent evening presentations.
- Supports students in the college admissions process along with the college advisors, including writing letters of recommendation as requested.



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- Develops and maintains a professional relationship with college admissions representatives.
- Proctors share of college visits on campus and attends as many sessions as possible.
- Maintains daily records regarding counseling sessions.
- Carefully monitors the progress of students to ensure their success.
- Maintains timely and effective responses to student and parent communication.
- Maintains assigned class level responsibilities.
- Assists in providing support to students who have personal concerns.
- Counsels students in crises and involves Wellness Counselor, parents, and administration, as appropriate.
- Attends UC/CSU Counselor Conferences.
- Proctors a variety of tests and assist teachers with the testing process as directed.
- Participates in college visits and college fairs.
- Adheres strictly to professional ethics and school policy.
- Performs related duties as assigned.

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

Education:

Master's Degree in Counseling, Psychology, or related field and Pupil Personnel Services Credential required.

Job experience:

Five years experience in counseling at the high school level. Experience in a supervisory role with direct reports.

Technical/Functional skills:

#### KNOWLEDGE OF:

- Effective personal and academic counseling techniques and procedures.
- Counseling theory, ethics and associated legal confidentiality requirements.
- Principles, practices and procedures of educational and career counseling.
- Individuals with Disabilities **Education** Act (IDEA) and other applicable state/federal laws, rules and regulations that support students with learning differences.
- Specific laws regarding minors and mandated reporter practices.
- Curriculum and graduation requirements.
- Normal and abnormal child behavior and development.
- Student assistance programs.
- Community referral resources.
- Principles of training and providing work direction and guidance.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of Diocesan students.
- Interpersonal skills using tact, patience and courtesy.



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- Record-keeping and report preparation techniques.
- Operation of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Public speaking techniques.

### ABILITY TO:

- Provide counseling and guidance services to students.
- Provide students with information, assistance and advice concerning educational and career opportunities.
- Work with a Resource Specialist to assess student needs and develop viable plans and alternatives.
- Consult with administrators, teachers, other appropriate staff, and holder of student's educational rights concerning the needs and services for students with FEPs/MSPs; communicate with administrators, teachers and holder of student's educational rights regarding the educational needs of students with FEPs/MSPs.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of applicable laws, codes, rules and regulations.
- Set limits and personal boundaries for students.
- Prepare and deliver oral presentations.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and timelines.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and prepare various reports.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain consistent, punctual and regular attendance.

### Other Requirements:

- Other duties may be required as needed.