



## Job Profile

Job Title:	Guidance Counselor
Department:	Guidance
Reports to:	Assistant Principal
Date:	5/15/2019

### General Summary

*What is the primary purpose of this position?*

The Guidance Counselor is directly accountable to the Assistant Principal for Academics 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 Advisor to assist the students in selecting college and career choices.

### 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.**

- Supports students through the four-year academic program.
- Assists students in course selection toward completion of graduation requirements and college admissions requirements.
- Reviews the student's transcript yearly.
- Communicates with parents of students with academic concerns
- In collaboration with Administration and Director of Guidance, conducts parent conferences as requested and required.
- Collaborates regularly with the other counselors and college advisors.
- Shares in preparation of in-class presentations.
- Attend and participate 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.
- Develops and maintains a professional relationship with college admissions representatives.
- Proctors share of college visits on campus and attends as many sessions as possible.
- Adheres strictly to professional ethics and school policy.
- 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.



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- 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.
- Proctor a variety of tests and assist teachers with the testing process as directed.
- Participates in college visits and college fairs.
- Perform 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:

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

#### Job experience:

Five years experience in counseling at the high school level.

#### 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.
- 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.
- 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.
- Interpret, apply and explain rules, regulations, policies and procedures.



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- 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.