

**South Tippah School District
Guidance Counselor
Job Description**

Qualifications:

1. Master's Degree with major in counseling
2. AA Certification as a Guidance Counselor

Reports To:

Principal

Job Goal:

Assist students with personal, educational, and emotional goals

Performance Responsibilities:

1. Assist in testing programs for students in grades K-12
2. Maintaining permanent record files
3. Transcripts (sending and receiving)
4. Career programs
5. Class Scheduling
6. Students Scholarships
7. Group and individual counseling
8. Professional School Counselors shall abide by the American School Counselor Association Code of Ethics

Job Duties:

1. Refer children with suspected emotional problems to qualified personnel for assistance
2. Assist teachers with students who are discipline problems
3. Assist all college-bound seniors with registration for A.C.T.
4. Assist students in career planning
5. Schedule students for classes that will best suit their educational needs
6. Assist in preparing and presenting drug educational materials to students
7. Assist students in obtaining scholarships and grants
8. Provide individual and group counseling
9. Perform other such duties as may be assigned by the principal

Terms of Employment:

Salary and work year are determined by the State and School Board

Evaluation:

Performance in this position will be evaluated annually, by the Principal in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____