

EUNICE PUBLIC SCHOOLS

JOB DESCRIPTION

Job Title: Guidance Counselor

FSLA Status: Exempt

Qualifications: Masters degree in Guidance Counseling, New Mexico Public Education Department certification in Guidance Counseling

Reports To: Eunice High School Principal (Evaluator), Mettie Jordan Elementary Principal, Caton Middle School Principal, Superintendent Eunice Public Schools

Supervises: N/A

Physical Requirements: Primarily sedentary office setting. Occasionally lifts boxes less than fifty pounds.

Performance Responsibilities:

1. **The counselor will develop and implement a school level guidance program focused on the physical, social, intellectual, emotional and vocational growth of each student.**
 - a. Determining guidance priorities based on local assessed needs.
 - b. Formulating measurable objectives from identified needs and priorities.
 - c. Formulating specific tasks relating to achieving the objectives.
 - d. Coordinating a continuing evaluation of the program.
 - e. Coordinating with the appropriate administration to achieve items a – d.
2. **The counselor will coordinate activities in the guidance and counseling program.**
 - a. Working with other staff member to encourage the inclusion of a student-oriented philosophy in all school activities.
 - b. Helping to integrate the guidance and counseling program within the total school program.
 - c. Communicating with parents and community about services available within the guidance and counseling program.
 - d. Learning about available school and community resources.
 - e. Establishing and maintaining contacts with school and community resources.
 - f. Working with the administration to utilize community resources related to the guidance program.
3. **The counselor will provide information and facilitate guidance activities for students, staff, and students.**
 - a. Assisting others in their understanding of personal and social development.
 - b. Serving as a resource to facilitate groups and presentations on pertinent issues.
 - c. Providing prevention strategies which address current issues such as chemical dependency, suicide, dropping out, and various forms of abuse.
 - d. Conducting activities on educational and career themes.
 - e. Conducting orientation/training programs for students, parents, and staff.

- f. Interpreting test results to students, parents, and staff.
4. **The counselor will serve as a consultant to the school and community.**
- a. Providing mediation for changes in behavior and conflict resolution.
 - b. Serving as a liaison for issues pertinent to the learning environment of the school.
 - c. Supporting the staff with assistance in developing positive rapport with students to maximize learning potential.
 - d. Assisting teachers in identifying students who would benefit from counseling and providing feedback on referred students as appropriate.
 - e. Providing information to parents and students to aid in their understanding of education goals.
 - f. Providing resource materials and expertise dealing with issues affecting student, staff, and family.
 - g. Providing information about appropriate community resources or organizations with provide services to students and their families.
5. **The counselor will provide individual and group counseling.**
- a. Providing crises intervention.
 - b. Using appropriate interventions in situations detrimental to the physical, mental, education, and emotional well-being of the individual.
 - c. Providing support to individuals by addressing topics such as interpersonal relations, communication, decision-making, problem solving skills, academic programs, and career and life planning.
 - d. Making referrals to school and community resources when necessary.
6. **The counselor will uphold the standards of the counseling profession.**
- a. Meeting the state competency standards and the requirement for preparation.
 - b. Participation in the development of policies concerning guidance and counseling.
 - c. Keeping informed about developments and innovations within the profession at the local, state, and national levels.
 - d. Following the legal and ethical standards of the counseling profession.
 - e. Realizing personal and professional limitations.
7. **The counselor meets professional requirements and responsibilities.**
- a. Serve as District Test Coordinator
 - b. Serve as Scholarship Coordinator
 - c. Serve as District SOAP Manager