

<b>Window Rock Unified School District No. 8</b> <b>Position Description</b>	
<b>Position Title</b>	Guidance Counselor

**Date Revised****Status**

Certified

**Salary Level**

Teacher's Salary Schedule

**Work Year**

186 days (Elem) 195 days (MS-HS)

**Qualifications****Certificates/Licenses**

- At least three years of successful teaching experience
- A valid teacher's certificate in Arizona and a valid certificate as guidance counselor
- A master's degree, or its equivalent, representing intensive course work in principles and practice of educational guidance; educational testing and measurement; counseling; the organization and administration of guidance services; and the psychology of learning
- Other qualifications as the Governing Board may deem appropriate

**Job Goal**

Assists in creating an environment that lends to learning and growth for children and helps the individual child to grow in self-understanding for positive maximum use of his/her potential.

**Essential Duties**

- Counsels children individually and in groups in order to assist them in increased personal growth, self-understanding and maturity.
- Consults with the child's parents and family members regarding school related matters.
- Works with teachers and others staff members to familiarize them with the general range of services available.
- Assist in matters concerning the academic development of students, aids in course and subject selection (secondary).
- Interprets the guidance program to the community; contributes toward development of drop-out strategies.
- Provides training in guidance for teachers as necessary.
- May serve as test coordinator for the school in connection with tests required by the District.
- Maintains student records relating to the counseling program and protects their confidentiality.
- Provides information to students regarding college admission and potential employment opportunities (secondary).
- Formulates and supervises a training program for the counselor trainee.
- Assists in setting the master schedule for the school (secondary).
- Schedules students into classes (secondary).
- Works with the school staff in the area of attendance if required.
- Records test scores onto student's permanent record if required.
- Provides growth and development classes/trainings for Middle School students.
- Assists in the resolution of discipline problems when appropriate.
- Works with community and governmental agencies on problems relating to drug abuse and truancy issues.
- Assist with overall campus supervision and security matters.
- Assumes responsibility for inventory control in assigned area.
- Helps students evaluate career interests and choices (secondary).
- Performs other work related duties as assigned.

**Physical Effort**

Physically comfortable, normal classroom work

**Working Environment**

Normal classroom conditions

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<b>Supervision Given</b>	Student Assistants
<b>Supervision Received</b>	Building Principal

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

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Supervisors signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employees signature

\_\_\_\_\_  
Date

Board approved: