

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Guidance Counselor
Reports To:	Principal, Director of Pupil Services
Position Status :	Full Time: 185 day assignment (Section 3319.07-ORC)
FLSA Status:	Exempt
General Description:	<ol style="list-style-type: none"> 1. Implement the school counseling program that promotes positive self-concept development in students, cultivate interpersonal and academic skills, and promote positive social, behavioral, and interactional skills. 2. Provide effective counseling and support that enables students to gain knowledge, acquire skills, and develop positive learning behaviors.
Qualifications:	<ol style="list-style-type: none"> 1. Valid State of Ohio school counselor pupil services license. 2. Master's Degree from an accredited educational institution or equivalent skills in Administration and Supervision. 3. Successful experience as a teacher or school counselor. 4. Commitment to meeting the learning needs of all students. 5. Good health, high moral character, and good attendance record.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, office, and appropriate areas of school and District property and facilities. 2. Strong communication, organization, and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with students, other teachers, support staff, administrators, parents, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Design and implement the school counseling program in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. * Collect, analyze, present, and utilize data from a variety of sources to improve student learning and decision-making. 3. * Provide individual and small group counseling to promote student learning and career and personal-social development. 4. * Conduct large group and classroom guidance sessions focusing on study skills, learning strategies, conflict resolution, and career and educational planning. 5. Collaborate with administrators, teachers, students, parents, and community to promote a positive school climate. 6. Engage parents and community members in the educational process and in the support of student learning, achievement, and overall wellbeing. 	

7. Develop and maintain positive school-community relationships and timely communications.
8. Provide counseling and consultation for students and parents on such issues as substance abuse, mental illness and family dysfunction, academic support, career and educational planning, scholarship search, and community agency interaction and appropriate referrals.
9. Provide programs and support to assist students and parents at points of educational transition.
10. Work in conjunction with Pupil Services staff to promote instructional services and support for special needs students in accordance with individualized education plans (IEPs) and/or other District-authorized accommodation plans.
11. Consult with students and parents as an advocate regarding student achievement, behavior management, school programs, and related issues.
12. Consult with District staff regarding student referrals, intervention strategies, student progress, school programs, and related issues.
13. Implement and oversee District assessment measures and assist with the collection, analysis, and interpretation of assessment data.
14. Facilitate class scheduling, graduation credit checks, and State-mandated testing status.
15. Facilitate related school events/project/programs as assigned.
16. Provide information and consultation to District personnel regarding state and federal laws, regulations, and issues involved with the identification and delivery of services to students with disabilities.
17. * Collect necessary data, keep records, and submit reports for services provided as required by the Ohio Department of Education, the United States Department of Education, and the District.
18. Requisition and acquire material, supplies, and equipment as needed to carry out program.
19. * Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
20. Respond to specific requests from the Principal and Director on matters affecting the program and operation of the District.
21. Provide evidence of planning for implementation of the school counseling program.
22. * Maintain organization, control of student behavior and discipline, and a positive learning environment.
23. Communicate and collaborate effectively with other teachers, administrators, and school/District staff.
24. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
25. Respond to specific requests from the Principal/Director on matters affecting the school counseling program and building operation.

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues, school counseling, and District-related matters.
4. Perform other job functions related to the specialist's role as assigned.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.