



ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

JOB DESCRIPTION

TITLE: High School Guidance Counselor

QUALIFICATIONS:

- Master's degree in Guidance & Counseling or its equivalent from an accredited university.
- Knowledge of the principals and practice of educational guidance, child growth and development theory, educational testing and measurement, counseling, and the administration of guidance services.
- Valid Alabama teaching certificate.
- Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

REPORTS TO: School Principal

SUPERVISES: Students and assigned personnel

CONTRACT DAYS: 210 days.

SALARY: Salary is based on appropriate step on the approved OCS salary schedule.

EVALUATION: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

JOB GOAL: To provide high quality comprehensive counseling and guidance programs designed to address the social, emotional, education and occupational needs of high school students.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Attend school during assigned hours.
2. Adhere to school system rules, administration procedures, local board policy, and state and federal rules and regulations.
3. Attend faculty and other assigned meetings.
4. Participate in the State Board and system required in-service and professional development.
5. Assists in implementing all policies and rules governing student life and conduct.
6. Perform reasonable duties necessary for the safe and effective operation of the school.
7. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
8. Exhibit positive human relations skills and professional ethics.
9. Demonstrate proficiency in written and oral communication.

10. Demonstrate competency in the use of computers and available technology.
11. Contribute to the overall development of an effective school program.
12. Evaluate student performance and progress.
13. Record, maintain and submit necessary records and reports in a timely and positive manner.
14. Work constructively with parents, student and other teachers.
15. Demonstrates support for the school system and its vision, goals and priorities.
16. Conducts counseling and guidance learning activities in collaboration with the teaching staff for each assigned grade level during the school year.
17. Consults with and is a resource to teachers to facilitate the infusion of counseling content into the regular education curriculum.
18. Conducts structured, goal-oriented counseling sessions to meet the identified needs of individuals and groups of students.
19. Facilitates conferences with teachers and/or parents and/or students.
20. Provides information regarding community-based resources to parents and student as appropriate.
21. Assists families with school-related problems and issues.
22. Coordinates, plans and participates in the implementation of the school system and/or state assessment program in conjunction with the principal.
23. Informs students and parents of test results and their implication for educational and career planning.
24. Provides individual assistance to students regarding personal, social, educational, and career issues and plans.
25. Works with students who have discipline, attendance and academic problems.
26. Collaborates with middle and high school personnel to assist students in making a smooth transition to high school.
27. Guides students in creating their high school four-year educational plans.
28. Provides orientation activities for incoming students and their parents.
29. Plans and coordinates the registration of students.
30. Assist with the development of the master schedule and creates student schedules that are both appropriate for their abilities and aligned with their educational and career paths.
31. Coordinates career assessments and interprets results to students to assist in their career and education planning.
32. Provides for the systematic and efficient dissemination of current, accurate information needed by students and/or parents as they develop their education or career plans.
33. Guides students to help them develop and implement appropriate steps regarding their post-high school educational and/or career plans using appropriate career development activities and programs. Ensures students are aware of requirements for graduation and college admission, as well as any NCAA requirements that may be necessary for athletic participation.
34. Manages the Dual Enrollment programs.
35. Creates and submits materials in support of the student, including transcripts and references/recommendations.
36. Communicates with administrators, teachers, students, parents and the community regarding the counseling and guidance program and its role in the educational program. Establishes a planning calendar for counseling and guidance program activities.
37. Plans and promotes programs which enhance the academic, social or emotional growth of students, e.g. College Night, Career Fair, Underclassmen Honors Assembly, Senior Honors Programs, identification of honor graduates, Graduation, opportunities for student enrichment and/or remediation, scholarship or financial aid opportunities, and parent/community information programs.
38. Attends local, state and national staff development programs, workshops and conferences to improve professional performance and knowledge.
39. Assures that appropriate, accurate information is maintained in each student's permanent, cumulative record.
40. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
41. Responds to inquiries and request in a timely and positive manner.

42. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
43. Properly cares for equipment and material resources of the school system.
44. Uses effective collaboration skills to work as a productive team member.
45. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board.

PHYSICAL DEMANDS: Must be physically able to perform the essential job functions.

DATE OF LAST REVIEW: 05/14/2025

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This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Oneonta City Board of Education reserves the right to amend the job description as needed, without notice.

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Reviewed and agreed to by: _____ Date: _____
Printed name of employee Signature