



MISSISSINEWA COMMUNITY SCHOOLS
Mississinewa High School
Guidance Counselor

Job Description:

This position requires subject matter expertise commonly taught in public schools, and counseling and guidance knowledge and skills. Responsible and directly related experience is required to perform problem analysis using widely prescribed principles and concepts. The position performs decision analysis and makes decisions of considerable consequence, requiring the application and interpretation of data, facts, procedures, and policies. The Counselor meets frequently with school administrators, teachers, other staff, and parents to communicate information, data, and alternative problem solutions. Under direction, to provide behavioral, educational, career, and vocational counseling to individuals and small groups of students; to assist students in understanding and seeking solutions to social, emotional, or academic problems and issues; to serve as a resource pertaining to student behavior management strategies, and welfare and attendance problems and concerns; and to do other related functions as required.

Qualifications and Credentials Required:

- A valid state department of education license/certificate appropriate for the position is preferred.
- Counseling experience preferred.

Responsibilities:

1. Performs individual and group counseling and guidance functions and activities, including career and vocational, and social and emotional adjustment counseling
2. Collects, organizes, and presents student information through the use of educational historical data, test results, and through the use of interview techniques
3. Appraises student interests, aptitudes, and attitudes utilizing a variety of assessment strategies and techniques
4. Provides information and data to students concerning educational, career, and vocational planning
5. Meets, confers, and counsels with parents, school personnel, and members of various youth-serving agencies in developing alternative solutions to student educational, social, and emotional problems and concerns
6. Assists in the development and monitoring of individual education plans for students with exceptional needs
7. Maintains a liaison with social services and youth service agencies in pursuing referral follow-up activities
8. Pursues evaluation and research activities to determine counseling and guidance effectiveness
9. Assists in the planning, development, and implementation of master student program calendars

10. Assists in the planning, development, and conduct of programs that enhance student educational, career, and vocational opportunities, including speaker programs, student visitation programs, and other similarly related activities
11. Establishes, maintains, and monitors the maintenance of a variety of files and records pertaining to student counseling, guidance, and related matters
12. Assists in dealing with student behavior management problems and in resolving welfare and attendance problems and concerns
13. Plans, develops, and presents, as requested, a variety of management-related reports pertaining to site counseling and guidance functions and activities

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)