

Title: Guidance Counselor
Accountability: Responsible to the Director of Counseling
FLSA: Exempt
Date of Issuance: November 2016

Profile: A member of the St. Thomas High School faculty and staff seeks ways to teach and model Goodness, Discipline and Knowledge. He/she interacts in a positive and caring way with students by offering academic and personal guidance. Familiarity with the school's history and traditions is important in order to capture, perpetuate and enhance the school's spirit and values. He/she is actively involved in the school's religious life and takes a leadership position in extolling the Catholic and Basilian beliefs of St. Thomas High School.

Role: To assist all students in the developmental process in intellectual, social and personal growth and to assist students in making informed and individually appropriate social, educational and vocational choices.

Duties: Each Counselor may provide all or only some of the following as assigned by the Director.

Responsibilities for Academic Guidance:

1. Assists and advises students in the development of a four-year plan which anticipates preparation for college admission.
2. Assist each student with selection of courses which fulfill the requirements of his graduation plan.
3. Meets with and counsels students who need academic assistance. Assists students to develop a plan of action to improve academic performance.
4. Advises students with placement in Advanced and Advanced Placement courses when appropriate. Explains the requirements of the Advanced Placement program to students and parents.
5. Consults with parents who ask for assistance in academic or personal matters which concern the student. Makes suggestions and puts parents in contact with faculty.
6. Monitors progress of students on Academic Probation. Meets with those students, assists them in developing a study plan and measures improvement utilizing periodic progress reports and grade checks.
7. Works with professionals who are conducting diagnostic, education or psychological testing of students. When appropriate, refers parents to such resources.
8. Organizes and administers standardized tests – PSAT, PLAN, EDS/STS and Advanced Placement Examinations. Upon assignment, acts as supervisor and/or administrator of SAT tests in October and May.
9. Maintains and explains the results of educational testing to students, parents and faculty. Assists students who have been diagnosed with a learning disability. Reviews testing having been conducted within the past three years. Assists with proctoring students who need to have extended time to complete their final examinations.

10. Provides information to students and parents about summer school.
11. Keeps informed of developments in the field of guidance and counseling.
12. Is aware of changes in standards for college admissions and advises administration and academic deans when appropriate.
13. Serves as a resource to administrators when making decisions affecting students on academic and disciplinary probation.

Responsibilities for College and Career Guidance:

1. Serves as resource and advises students with the college admissions process.
2. Conducts college admissions conferences very early in the student's high school career with students and their parents.
3. Administers a program for visits of college representatives to the school campus.
4. Conducts an evening program for parents and students in the sophomore and junior years concerning the college admissions process.
5. Sponsors programs to provide information to parents on costs of college and financing a college education.
6. Processes students' college applications.
7. Develops and maintains professional relationships with college representatives.
8. Sponsors Catholic High School College Night in those years designated for St. Thomas High School.
9. Actively pursues, organizes and disseminates information on scholarship opportunities for students.
10. Assists students in identifying and applying for college scholarships.
11. Sponsors a Career Awareness Program for all students in alternating years. Works in cooperation with Alumni Relations and Alumni Association to provide this program.

Responsibilities for Personal Counseling:

1. Acts in accordance with state law and professional dissection to report suspected cases of abuse or neglect to appropriate agencies.
2. Provides short-term counseling to students with personal and emotional concerns.
3. Provides information to students, parents and teachers regarding such concerns as alcohol or drug abuse.
4. Provides crisis and grief counseling in times of emergencies or crises.
5. Makes referrals to individual health professionals and mental health agencies when appropriate.
6. Promotes faculty, staff and parent awareness of issues related to adolescence.

Miscellaneous Responsibilities:

1. Responds to parent, student and faculty requests within 24 hours.
2. Facilitates communication between the Guidance Department and parents through such venues as The Big Red News.

3. Maintains a current School Profile.
4. Maintains a filing system of information for colleges, scholarships, financial aid, summer programs and other topics of interest.
5. Maintains the official transcript and other relevant and historical data on each student.

Qualifications:

- Master's degree in Counseling, Psychology or Education preferred.
- Teaching certification and prior teaching experience is desirable.
- A strong personality able to handle common adolescent issues on a daily basis.
- Must relate well with students, parents, teachers and administrators.