



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

08/21/2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve The District requests Board approval for a new job description entitled "Guidance Specialist".

APPLICABLE BOARD POLICY:

03.133 "Duties": Job Description

HISTORY/BACKGROUND:

The number of available certified guidance counselors has steadily decreased over the last five years. This shortage of candidates is now impacting our District as we start the school year with two unfilled Guidance Counselor positions. After contacting the Educational Professional Standards Board (EPSB) for possible solutions, it was discovered some districts, including Fayette County, have created the position of "Guidance Specialist". The Guidance Specialist performs the same duties as a Guidance Counselor, but the qualifications of the position are expanded to include certifications in the area of School Social Worker and School Psychologist – both approved certifications through EPSB. Approval of this job description will allow for a larger pool of candidates when a certified Guidance Counselor candidate is not available. Our District values the position of Guidance Counselor and the extensive training required to earn certification as a Guidance Counselor, and for that reason, we will always post open Counselor positions as such. If a posted position for Guidance Counselor does not draw a candidate certified as a Guidance Counselor, then the school may rescind the posting and repost the position as a Guidance Specialist. This will ensure all students are provided with a certified individual in a guidance role.

FISCAL/BUDGETARY IMPACT:

\$0. The position of Guidance Specialist will be paid at the same index with the same number of days as a Guidance Counselor. The allocated number of guidance staff per school or in the District will not be increased or decreased with the passage of the Guidance Specialist job description.

RECOMMENDATION:

It is recommended the Kenton County Board of Education approve the job description for the position of "Guidance Specialist".

CONTACT PERSON:

Matt Rigg, Executive Director of Human Resources

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

Kenton County School District
Job Description: Guidance Specialist
Job Class Number: TBD

TITLE: Guidance Specialist

QUALIFICATIONS:

1. Valid Kentucky Certificate endorsed for school counselor, school social work and/or school psychologist
2. Master's degree in school counseling, social work or school psychology
3. Three years of professional experience in teaching, counseling or social work

REPORTS TO: Principal

SUPERVISES: None

JOB GOAL: Provide all students with guidance and counseling services designed to overcome obstacles that impede learning and provide direct services that will assist all students in making educational, occupational and life plans as they prepare for the 21st century economy.

PERFORMANCE RESPONSIBILITIES:

1. Conducts counseling and educational sessions with students on an individual and group basis
2. Consults with teachers and parents about student's needs, concerns and academic issues
3. Consults with teachers in planning and providing classroom guidance activities
4. Collaborates with school staff and community representatives in assessing student needs and utilizes the data to plan and evaluate the guidance program
5. Assists or serves as the coordinator of testing; administers and interprets test data to teachers, parents and students
6. Serves as a resource person on the Special Education Admissions and Release Committee when appropriate
7. Assists new students with registration, orientation and acclimation to their new school environment
8. Aids students with course subject selection while assisting administration with group scheduling presentations and in preparing subject selection sheets with students
9. Maintains complete and accurate student records and protects the confidentiality of all records, including, but not limited to, student cumulative records
10. Provides home visits as needed to assess family circumstances and make needed referrals to community resources for problems interfering with the child's academic progress, social, emotional or physical development
11. Provides counseling services to faculty, parents, attendance personnel and District Court to correct the attendance problems of truant students
12. Provides counseling services to prevent students from dropping out of school
13. Provides student information to higher level education and potential employers according to provisions of the Board's policy on student records
14. Assists students with the selection of higher level education, including admission and scholarships
15. Guides students in their participation of school and community activities.
16. Obtains and disseminates occupational information to students and to classes studying occupations
17. Guides students with the evaluation and selection of career interests and choices
18. Counsels students on an individual basis in the solution of personal problems related to such areas as home and family difficulties, health, and emotional adjustment
19. Assists in the orientation of new faculty members

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20. Initiates contact with appropriate service agencies and professional consultants while referring students and parents to appropriate person or agency, as case warrants
21. Maintains a daily log of conferences with students, teachers, parents and other stakeholders
22. Communicates the overall guidance program to all stakeholders
23. Keeps current with all related educational developments and practices
24. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Middle, High and SVA = 205 days, Elementary = 195 days
- Salary Schedule: Certified Salary Schedule and Certified Salary Index
- Exempt or Non-Exempt (Determined by HR)

EVALUATION:

Performance of the position will be evaluated by the Principal

APPROVED: ??/??/????