TITLE: **Ignite Institute Guidance Counselor** – ~~High School~~

QUALIFICATIONS:

1. Holds a master's or higher degree in guidance and counseling
2. Holds a valid Kentucky certificate as a high school guidance counselor
3. Has demonstrated ability to communicate and work effectively with students, staff, parents, and community

REPORTS TO: IGNITE Institute Principal

JOB GOAL: ~~To make guidance and counseling services available to all students, providing for each student's individual needs depending on his/her abilities and interests.~~Provide all scholars with guidance and counseling services designed to overcome obstacles that impede learning and provide direct services that will assist all scholars in making educational, occupational and life plans leading to transition readiness and being prepared for the 21st century economy.

PERFOFMANCE RESPONSIBILITIES:

1. ~~Provide counseling and guidance activities for students through individual or group settings as needed~~
2. ~~Change class schedules for students to provide most appropriate placement~~
3. ~~Implement the enrollment and scheduling process for all new students during the school year~~
4. ~~Provide counseling services for students considering early withdrawal from school~~
5. ~~Provide and coordinate college and career resources for students and parents~~
6. ~~Coordinate scheduling of students with school personnel providing needed professional services~~
7. ~~Organize committees to award selected student scholarships and honors~~
8. ~~May be principals' designee to the admissions and release committee~~
9. ~~Assist in maintaining appropriate student files and records~~
10. ~~Maintain grade point average and class rank of students using computer technology~~
11. ~~Provide student records and documentation required for college admission, scholarship applications and other post-secondary programs~~
12. ~~Coordinate the school's mandated testing program and the NEDT, PAST, PACT+, ACT, SAT, ASVAP, and AP testing programs~~
13. ~~Provide consulting services with school and community resources on behalf of students~~
14. ~~Plan and evaluate the school's guidance program annually~~
15. ~~Maintain professional competence through in-service education activities provided by the District and other self-selected professional growth activities~~
16. ~~Complete both District required in-service training as well as the state mandated Effective Instructional Leadership Training~~
17. ~~Continue successful completion of graduate level courses until standard certification from the Kentucky Department of Education is obtained~~
18. Conducts counseling and educational sessions with scholars on an individual and group basis
19. Consults with teachers and parents about scholar’s needs, concerns and academic issues
20. Consults with teachers in planning and providing classroom guidance activities
21. Determines the social/emotional needs of scholars, then develop scholar support programs as determined by the needs of the scholars
22. Collaborates with school staff and community representatives in assessing scholar needs and utilizes the data to plan and evaluate the guidance program
23. Coordinates all testing required by the State, District and Career and Technical Education (CTE); administers and interprets test data to teachers, parents and scholars; ensures scholars are transition ready through testing, end of program requirements and obtaining appropriate professional certifications
24. Schedules all Kentucky Department of Education (KDE) transition ready requirements and maintain records of scholar progress toward graduation
25. Serves as a resource person on the Special Education Admissions and Release Committee when appropriate
26. Assists new scholars with registration, orientation and acclamation to their new school environment
27. Aids scholars with course subject selection while assisting administration with group scheduling presentations and in preparing subject selection sheets with scholars
28. Maintains complete and accurate scholar records and protects the confidentiality of all records, including, but not limited to, scholar cumulative records
29. 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
30. Provides counseling services to faculty, parents, attendance personnel and District Court to correct the attendance problems of truant scholars
31. Provides counseling services to prevent scholars from dropping out of school
32. Provides scholar information to higher level education and potential employers according to provisions of the Board's policy on scholar records
33. Assists scholars with the selection of higher level education, including admission and scholarships
34. Guides scholars in their participation of school and community activities.
35. Obtains and disseminates occupational information to scholars and to classes studying occupations
36. Guides scholars with the evaluation and selection of career interests and choices
37. Counsels scholars on an individual basis in the solution of personal problems related to such areas as home and family difficulties, health, and emotional adjustment
38. Assists in the orientation of new faculty members
39. Initiates contact with appropriate service agencies and professional consultants while referring scholars and parents to appropriate person or agency, as case warrants
40. Maintains a daily log of conferences with scholars, teachers, parents and other stakeholders
41. Communicates the overall guidance program to all stakeholders
42. Keeps current with all related educational developments and practices
43. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Salary: Boone County Salary Schedule plus Ignite Stipend plus Index
* ~~10 ¼ months~~ 207 days
* Board approved: ~~3-23-92~~