



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

THE KENTON COUNTY BOARD OF EDUCATION

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

06/22/2020

AGENDA ITEM (ACTION ITEM):

Consider/Approve the revision of the "Guidance Counselor" job description effective 07/01/2020.

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board"; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

After a standard review of job descriptions and the increasing difficulty to fill guidance counselor positions, the job requirement of three years teaching experience for a guidance counselor has been changed to "preferred". This will allow the District to recruit qualified guidance counselors who may not have teaching experience, but have ample experience in a counselor or social/emotional support role.

FISCAL/BUDGETARY IMPACT:

No fiscal impact.

RECOMMENDATION:

It is recommended the Board approve the revision of the "Guidance Counselor" job description effective 07/01/2020.


CONTACT PERSON:

Matt Rigg, Executive Director of Human Resources

Principal



District Administrator



Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.*

Kenton County Board of Education

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

Kenton County School District
Job Description: Guidance Counselor
Job Class Number: 1050

TITLE: Guidance Counselor

QUALIFICATIONS:

1. Valid Kentucky Certificate endorsed for school counselor
2. Master's degree
3. Three years teaching experience preferred

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
20. Initiates contact with appropriate service agencies and professional consultants while referring students

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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. **Maintains regular attendance**
25. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Middle, High and SVA = 205 days, Elementary = 195 days Salary Schedule:
- Salary Schedule: Certified Salary Schedule and Certified Salary Index
- FLSA Status: Exempt

EVALUATION: Performance of the position will be evaluated annually by the Principal

APPROVED: 11/25/1980

REVISED: 07/21/2003, 09/10/2018