

School Guidance Counselor Substitute*Certified Position - 1050**Substitute Teacher Code - 2099*

<u>Salary</u> Per Certified Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> School Principal
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SCOPE OF RESPONSIBILITIES

To work with individuals and organizations to promote the academic, career, and personal/social development of students.

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. The school counselor develops a process and procedure for planning, implementation, and evaluation of a comprehensive developmental program of guidance and counseling.
2. The school counselor promotes a developmental, preventive guidance program to all students within the school.
3. The school counselor uses individual and group counseling to address mental, physical, and emotional barriers to learning and to help each child learn at high levels.
4. The school counselor functions in a cooperative process to assist others to effectively meet the needs of students, and through consultation, advocates for students.
5. The school counselor functions as a coordinator in bringing together people and resources in the school, the community, and the district for the fullest academic, career, personal, and social development of the students.
6. The school counselor collaborates with other school and district staff to design and coordinate a testing program that helps students identify their abilities, aptitudes, achievements, and interests.
7. The school counselor is a professional who acts within legal and ethical guidelines to accomplish educational purposes.
8. The school counselor provides professional leadership within the school, community, and education profession to improve student learning and well-being.
9. The school counselor evaluates his or her own overall performance in relation to Kentucky's learner goals and implements a professional development plan.
10. The school counselor uses technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleagues, parents, and the community; and conduct research.
11. Maintains regular and predictable attendance.
12. Adheres to the professional code of ethics.
13. Perform other duties as assigned.

EDUCATION AND EXPERIENCE

1. Kentucky certificate, license, or other legal credential required
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable