



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:**

08/21/2018

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve The District requests Board approval for a revision to the existing job description of "Guidance Counselor".

**APPLICABLE BOARD POLICY:**

03.133 "Duties": Job Description

**HISTORY/BACKGROUND:**

The job description for the Guidance Counselor position is being revised by updating the job goal and job responsibilities to be in line with the current District mission and the needs of all students.

**FISCAL/BUDGETARY IMPACT:**

\$0.

**RECOMMENDATION:**

It is recommended the Kenton County Board of Education approve the revision of the Guidance Counselor job description.

**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 Joshua Crabtree, Esq. Carla Egan Jessica Jehn  
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

TITLE: Guidance Counselor

QUALIFICATIONS: 1. ~~Certificate endorsed for guidance and counseling.~~ Valid Kentucky Certificate endorsed for school counselor  
2. Masters degree.  
3. Three years teaching experience.  
4. ~~Such alternatives to the above qualifications as the Board may find appropriate and acceptable.~~

REPORTS TO: Principal

JOB GOAL: ~~To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and~~  
~~women.~~ 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 21<sup>st</sup> century economy.

PERFORMANCE RESPONSIBILITIES:

1. ~~Registers students new to the school and orients them to school procedures and the school's presentations and in preparing subject selection sheet with students.~~
2. ~~Aids students in course subject selection. Assists principal in group scheduling presentations and in preparing subject selection sheet with students.~~
3. ~~Maintains student records and protects their confidentiality. Responsible for the completeness and accuracy of cumulative records.~~
4. ~~Works to resolve students' educational handicaps.~~
5. ~~Works to discover and develop special abilities of students.~~
6. ~~Works to prevent students from dropping out of school.~~
7. ~~Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.~~
8. ~~Plans guidance field trips to schools, colleges, and industry for interested students.~~
9. ~~Make recommendations to colleges for admission and scholarships.~~
10. ~~Arranges for summer school work and maintains a list of available tutors.~~



- ~~11. — Guides students in their participation in school and community activities.~~
- ~~12. — Obtains and disseminates occupational information to students and to classes studying occupations.~~
- ~~13. — Helps students evaluate career interests and choices.~~
- ~~14. — Organizes "Career Day" activities, as required.~~
- ~~15. — Works with students on an individual basis in the solution of personal problems related to such areas as home and family difficulties, health, and emotional adjustment.~~
- ~~16. — Confers with parents whenever necessary.~~
- ~~17. — Interprets the guidance program to the community.~~
- ~~18. — Assists in the orientation of new faculty members.~~
- ~~19. — Serves as a liaison with administrators, teachers, other district personnel, students, and parents.~~
- ~~20. — Initiates contact with appropriate service agencies and professional consultants. — Maintains a current file. Refers students and parents to appropriate person or agency, as case warrants.~~
- ~~21. — Responsible for school testing program — tests that become part of the students' cumulative record. Administers and interprets tests, as appropriate to teachers, parents, and students.~~
- ~~22. — Maintains a current reference library that can be used by students.~~
- ~~23. — Keeps a log of individual conferences.~~
- ~~24. — Assumes responsibility for his/her own professional growth and development.~~
- ~~25. — Performs such other tasks as the principal may assign.~~

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 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: 205/200 (High and Middle School)

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

EVALUATION: Performance of this job will be evaluated annually by the ~~Building~~ Principal.

APPROVED DATE: 11/25/80 REVISED: 07/21/03