

## **Red River Parish School Board**

### **Job Description**

**TITLE:** **School Counselor- Secondary School**

**Qualifications:** Valid LA Secondary Certificate, three (3) years successful experience at the secondary level

Master's degree in Guidance and Counseling from a regionally accredited institution with core areas classes or the equivalent listed in Bulletin 746

**Superordinate:** School Principal

### **Performance Responsibilities**

1. Assists student(s) in development of their maximum potential through an understanding of her/her personal interest, aptitudes and abilities.
2. Encourages students to make his/her own decision in personal educational and vocational areas.
3. Assists the student in making adjustments in his/her ever changing role in school and society.
4. Acquaints students with knowledge of the educational and occupational opportunities beyond high school.
5. To aid teachers and administrators in performing their daily tasks of working with individual students and parents.
6. Works cooperatively with teachers and administrators to help students in matters of classroom and/or campus behavior.
7. Provides materials and consultative assistance to teachers, parents, students and others. (ACTS 1124-5 year career plan)
8. Seeks involvement of parents and others in developing a desirable environment for students.
9. Seeks and attempt to assists those students who for a variety of reasons do not seek assistance on their own volition.
10. Makes provisions for collecting and using follow-up data on graduates for educational and vocational planning.
11. Assesses annually student progress and needs and reports the results of assessments to the principal.
12. Meets the Professional Development requirements of Bulletin 1525.
13. Performs any other duties as assigned by superordinate.

### **Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

Terms of Employment:

**12 Months**