

**Carlisle County Schools**  
**Job Description**  
**Guidance Counselor**

An individual serving as guidance counselor must hold a valid Kentucky administrative certification. It is the individual's responsibility to maintain certification. The guidance counselor reports to the Principal.

The job goal is 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 that result in measurable improvement in student academic achievement.

**PERFORMANCE RESPONSIBILITIES:**

Adheres to the professional Code of Ethics adopted by the Education Professional Standards Board and the Carlisle County Certified Evaluation Plan. Carlisle County Employee Handbook summarizes most legal responsibilities.

Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning. Aids students in course and subject selection.

Maintains students records and protects their confidentiality. Serves as school's Infinite Campus liaison.

Works to resolve student's educational handicaps. Works to discover and develop special abilities of students. Works to prevent students from dropping out.

Provides student information to colleges and potential employers according to student record policy. Makes recommendations to college for admissions and scholarships. (High School)

Interprets the guidance program to the community. Confers with parents as needed.

Provides professional training in guidance for teachers and other staff members. Advises administrators and faculty on matters of student discipline.

Promotes a positive school climate both internally and externally. Information is maintained on school website, Infinite Campus, newsletters, meetings, press releases or other means to keep students, parents, and community informed about guidance related activities.

Maintains professional growth through conference attendance, professional readings, and Individualized Growth Plan.

Works collaboratively with district personnel, community, other professional organizations and other stakeholders for the purpose of improving student achievement.

Takes all necessary and reasonable precautions to ensure the safety of students and staff.

Demonstrates effective interpersonal and communication skills, with students, parents, and staff.  
Demonstrates regular attendance and punctuality.

Performs other duties consistent with the position as may be requested by the school principal.