

406.01R2 Job Description, Guidance Counselor

Friday, August 11, 2023

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The school counselor shall be assigned, supervised, and evaluated by the principal, and the duties shall include, but not be limited to the following:

- I. Performing those applicable duties described in the teachers' job description. Teaching one or more classes at the elementary and/or secondary level.
- II. Advising and assisting on class schedules and student assignments therein, and maintaining current records pertinent to each student.
- III. Assisting students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data.
- IV. Coordinating contacts between parents and school personnel and non-school agencies which provide student services.
- V. Assisting and advising on the attainment of an emotionally healthy school climate.
- VI. Coordinating and advising on implementation of the student assessment program and maintaining records pertinent to the student and the school.
- VII. Maintaining, recording, and reporting required data collection on the Nebraska Student and Staff Record System (NSSRS).
- VIII. Enhancing an effective communications network, formal and informal, between students, staff, and parents.
- IX. Developing and implementing orientation programs for new students and students in transition between school buildings and school administrators.

X. Advising and assisting students and their parents in making post-secondary career decisions.

XI. Supervising the preparation and processing of college, scholarship, and employment applications.

XII. Initiating, assembling, maintaining and interpreting accurate attendance records, cumulative progress records, activity records, and uniform transcript records for individual students.

XIII. Reporting achievement test results, with the approval of his or her principal, and other pertinent information which may serve as an indication as to the level of student performance as it may relate to state or national norms to staff, board of education, and community.

XIV. Shall perform such other tasks and duties as may be assigned by administration.

XV. Minimum physical activities: Having the ability to perform the physical activities and work in the environmental conditions as follows:

A. Requires prolonged sitting or standing, and possible eye fatigue.

B. Must have ability to operate A-V and technology equipment (TV, projectors, and telephone). Requires knowledge of the computer.

C. Must occasionally work in noisy and crowded environments with numerous interruptions.

D. Requires stooping, bending, kneeling, turning, balancing, and reaching.

E. May be exposed to cleaning products, infectious diseases, or inclement weather during outside assignments such as playground duties.

XXII. Minimum educational preparation requirements:

a. Must have Bachelor's degree in education and hold a valid Nebraska teaching certificate with endorsement as school guidance counselor, or equivalent.

b. Demonstrate effective and articulate use of the English language in both oral and written communications.

Legal References:

§79-101 Teaching Defined.

§79-501 District Boards, Hiring of Superintendent, Teachers, and Personnel.

§79-567 Board of Education, Power to Select Officers and Employees.

§79-804 through §79-816 Certification Requirements.

§79-817 Schools, Written Contracts Required.

§79-859 through §79-871 Professional Practices Commission.