

SOUTHAMPTON COUNTY SCHOOLS

P.O. Box 96 • Courtland, VA 23837
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman
James Pope, III, Vice-Chairman

JOB DESCRIPTION

Job Title: GUIDANCE COUNSELOR - ELEMENTARY

Reports To: Principal

Location: Capron Elementary School

Primary Function:

To help students understand their abilities, aptitudes and interests in light of the opportunities and demands they experience presently or may experience in the future.

DUTIES AND RESPONSIBILITIES

- To counsel students with learning, physical, social and emotional problems, through conferences held with students on the basis of teacher, parent, principal, or self-referral.
- To provide planned occupational information programs for the purpose of introducing the student to the world of work.
- To identify students with special needs.
- To maintain accurate and up-to-date permanent record folders.
- To consult with classroom teachers, school principal, visiting teacher, school nurse, psychologist, and parents relative to students and their problems.
- To interpret objective data to classroom teachers, parents, and students.
- To work closely with classroom teachers in planning and implementing group guidance sessions based on the developmental needs of all students.
- To arrange case conferences involving classroom teachers, visiting teachers, school nurse, psychologist, parents, principal, and community agencies.
- To acquaint teachers with psychological personnel and services available.
- To act as the liaison between school and community agencies in working on student problems.
- To coordinate the efforts of all specialists working on a case.
- To provide for articulation between the sending school and the receiving school.
- To undertake, in a cooperative endeavor, the continuous evaluation of:
 - the nature and scope of the guidance services as outlined above.
 - the functioning of guidance as an integral part of the total educational program.
 - the effectiveness of guidance services.
- To perform other duties as assigned by the principal

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QUALIFICATIONS:

- Virginia Postgraduate Professional License with an endorsement as elementary guidance counselor.
- Five years of successful teaching experience and at least two years of which shall have been at the elementary school level.
- Have demonstrated the professional and personal characteristics necessary for working effectively with students, parents, school personnel and members of the community.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of certificated personnel.

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