

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

- I. JOB TITLE: Guidance Counselor - High School
- II. CERTIFICATION/QUALIFICATIONS: Certification in Guidance and Counseling 9 - 12; experience working with adolescents preferably in a school setting.
- III. WORK YEAR: 10 months plus one week
- IV. REPORTS TO: High School Housemaster
- V. JOB GOALS:
 - A. To provide counseling services to students
 - B. To help the Headmaster and Administrator for Pupil and Guidance Services in the planning of guidance services for all students.
 - C. To help promote a general concern within the school to look upon each student as an individual person with unique characteristics.
 - D. To articulate the unique needs of individual students to staff and to work with staff in meeting these.
 - E. To help foster an effective educational climate within the House and throughout the school.
 - F. To assist the Housemaster plan, develop, and evaluate the guidance and counseling program within the House.
- VI. MAJOR RESPONSIBILITIES:
 - A. Counseling
 1. Provide educational counseling to students in relation to program planning and post high school planning.
 2. Provide personal counseling to students to meet their needs with regard to personal growth, development, and interpersonal relations.
 3. Provide career counseling to students.
 4. Counsel with former students, graduates, and parents when appropriate.

B.

Guidance Services

1. Maintains and up-dates student records.
2. Processes, communicates and interprets student records and reports.
3. Processes enrollment of new students and separation of departing students.
4. Suggests and facilitates referrals to outside agencies and other professionals.
5. Participates in school and system-wide testing procedures and the interpretation of results.
6. Maintains a liaison with college representatives.
7. Confers with teachers on a group or individual basis relative to student needs.
8. Makes referrals to and attends meetings of Building and Central Planning and Placement Teams in accordance with established special education procedures.
9. Requests homebound and special educational tutoring when needed and may assist in making arrangements for such tutoring.
10. Participates in evaluation of guidance programs.
11. Assists the Housemaster in planning, organizing and conducting House meetings and other House activities as they pertain to guidance and counseling.
12. Assists in the development and implementation of programs for parents.
13. Meets regularly with the Housemaster and Dean of the House to confer about students.
14. Meets regularly with the Assistant Headmaster and assists in program development as well as recommending policies and procedures for the operation of the school.
15. Helps the Assistant Headmaster in the articulation of the high school program to feeder schools.

C. Miscellaneous

1. May serve on various schoolwide and systemwide committees.
2. Participates in research, inservice training and professional growth activities.
3. Assists the Housemaster and Assistant Headmaster in providing input for innovative guidance or curriculum improvements to better meet the needs of students.
4. May provide input relative to present and new curriculum developments.
5. May be available as a resource person to groups within the community to promote good public relations for guidance programs and the overall school program.