

Title: Sub Guidance Counselor

Qualifications: 1. A Master's degree or higher/Intern
2. A valid/pending Illinois certificate in guidance and counseling

Reports to: Principal

Duties (Students):

1. Designs annual proactive counseling programs which include but are not limited to peer counseling, parent involvement, crisis intervention and drug awareness for all grade levels.
2. Provides career counseling to all grade levels. These sessions should include but are not limited to colleges, universities, vocational schools and the military.
3. Conducts both group and individual counseling sessions as part of the registration process. Coordinates freshman registration (parents and students).
4. Administers and provides interpretation of all 9-12 standardized tests.
5. Attends all relevant meetings pertaining to the admission process for colleges, universities and vocational schools.
6. Coordinates all student applications for colleges, universities and vocational schools. In addition, the counselor shall meet with individual students regarding SAT/ACT results as each relates to the admission process.
7. Coordinates the ACT Prep Class each year for interested juniors.
8. Coordinates the application for and use of college days by seniors.
9. Publicizes scholarship opportunities to juniors and seniors.
10. Provides notification of and registration information pertaining to summer school to students.
11. Registers all students for classes.

Duties (Community):

1. Schedules and conducts annual financial aid meetings for parents.
2. Meets with parents upon request to discuss problems common to their children, teachers and GSW.
3. Offers the services of the counseling department to community groups to discuss student needs, programs and services.

Duties (Administrative):

1. Provides a list of planned goals and activities to the principal at the beginning of each school year and meets monthly with the principal to discuss progress in achieving these goals.
2. Provides timely, computerized reports to the principal concerning failing grades, senior plans, standardized tests results and any other reports which may need to be completed.
3. Computerizes the records of the guidance office and creates the necessary databases to assist teachers and administrators in meeting the needs of the students.
4. In consultation with the principal, coordinates the establishment of the annual master teaching schedule.
5. Interviews potential co-op student workers for employment in the guidance office.

Terms of Employment: Temporary-May lead to permanent.

Evaluation: Performance of this job will be evaluated in accordance with the provisions dealing with evaluation as outlined by the negotiated contract.