



Job Description

Title: Guidance Specialist	FLSA Status: Non-Exempt	Months: 10
Supervisor: Site/District Administrator or Counselor/Psychologist	Supervises: N/A	Range: 12
Department: School Site	Bargaining Unit: Classified	Approved: 12/19/2019

JOB SUMMARY:

Under the direction of the assigned Site or District Administrator or the Counselor/Psychologist, assist in the school guidance program by providing individual and small group activities to students and assisting school staff with student behavior and attendance problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Counselor/Psychologist in establishing and conducting group guidance sessions.
- Assist students in the development of study and interpersonal skills, responsibility, problem solving and conflict resolution abilities.
- Work with the Counselor/Psychologist in establishing and conducting parent training sessions.
- Participate in parent conferences, meetings and home visits as assigned.
- Assist in gathering guidance-related information on students and compile data; prepare and maintain a variety of records and reports related to assigned activities.
- Assist in the development of a variety of instructional materials.
- Provide assistance in and assist with monitoring tutoring students.
- Communicate with administrators, staff and students to exchange information and resolve issues or concerns.
- Operate a variety of standard office equipment including a computer and assigned software.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Knowledge of general concepts of child growth and development and child behavior characteristics.
- Implementing planned individual and small group lessons.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Policies and objectives of assigned programs and activities.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Operation of a computer and assigned software.

Skills/Ability to:

Guidance Specialist

- Practice basic techniques of guidance counseling such as active listening, problem solving and behavior management.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and perform informative presentations.
- Maintain records and prepare reports.
- Operate a computer and assigned software.
- Plan and organize work.
- Work independently with little direction.
- Meet schedules and timelines.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from High School or equivalent GED.
- Two years of clerical experience working with children in an organized setting or learning environment.

Licenses, Certifications and other Requirements:

- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - Completed at least two years of study at an institution of higher education or,
 - Obtained an associate’s or higher degree (college level) or,
 - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

WORKING CONDITIONS:

Work Environment:

- Indoor/School Office/Classroom environment.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.