

**Job Title:** Guidance Counselor**Written/Revised:** 3/5/18**School:** *School Name***FLSA Code:** Non-Exempt (Hourly)**Responsible to:** Principal**Pay Range:** \$37,346 - \$57,887

I. JOB SUMMARY

The Guidance Counselor is responsible for providing students with information regarding colleges, proctoring college entry exams, letters of recommendations and corresponding with parents and colleges as necessary. The position is expected to use personal judgment in carrying out routine duties and responsibilities.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the School's policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

1. Meet with students regarding academic, personal, social, and other concerns and crises.
2. Respond to inquiries and communicate with parents via email, phone, and in person.
3. Proctor and read tests for students.
4. College counseling to include interviews with students, writing letters of recommendation, speaking with parents, conducting information, meeting with college representatives, forwarding of transcripts, etc.
5. Communicate with teachers, faculty, and staff regarding students' academic and personal issues.
6. Plan special educational services for students and parents.
7. Assist Principal with various projects as requested.
8. Regular attendance and punctuality is essential for this job.

III. OTHER POSITION RESPONSIBILITIES

1. Comply with federal, state and local safety laws.
2. Personal visits to colleges and universities throughout the year.
3. Maintain a neat and safe work area.
4. Perform other duties as assigned.

IV. POSITION 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program.

Education: Baccalaureate degree in education is required; Counseling major and Master's Degree is preferred.

Experience: 3 to 5 years of related experience is required.

Job Related Skills:

1. Ability to communicate effectively both in written format and oral presentation.
2. Demonstrated knowledge of successful Counseling experience.
3. Excellent short and long range planning strategic planning skills.
4. Ability to multi-task and establish priorities.
5. High level of integrity and professionalism.
6. Proven ability to interact with the students, parents and faculty.
7. Exhibits initiative, responsibility and flexibility.
8. Ability to maintain flexible attitude and approach towards assignments and successfully operate under appropriate guidelines.
9. Willingness to provide “hands on” work.
10. Demonstrated commitment to Catholic Education.

Interpersonal Skills: Excellent interpersonal skills including listening and the ability to be a team player and have harmonious relationship skills when dealing with students, parents and faculty.

Work Environment: The noise level in the work environment is usually moderate, typical of an office with computers and printers. This is a forty-hour per week exempt position. Office hours for this position vary and may require late afternoon, evening or weekend work. The school is a smoke free facility.

V. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time, but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic Institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.

ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publically espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in "The Catechism of the Catholic Church" which is on line at here http://www.vatican.va/archive/ENG0015/_INDEX.HTM.

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or dprunte@columbuscatholic.org. For CONFIDENTIAL questions or concerns, please e-mail your question to confidential@columbuscatholic.org.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date

The following items marked with a “√” are the physical and mental job requirements that are **essential** for this position.

Physical

- √ Standing
- √ Walking
- √ Sitting
- √ Lifting
- √ Carrying
- √ Pushing
- √ Pulling
- √ Climbing
 - √ Stairs
 - Ladders
 - Scaffoldings
 - √ Ramps
 - Poles
 - In-Out/Vehicles, Equipment, Machinery
- √ Stooping
- √ Kneeling
- √ Crouching
- √ Crawling
- √ Reaching
- Running
- √ Head and Neck Movement
- √ Movement Across Mid-line

Coordination

- √ Balancing
- √ Handling
- √ Controls (buttons, knobs, pedals, levers, cranks)
- √ Grasp
- √ Finger Dexterity
- √ Manual Dexterity
- √ Motor Coordination
- √ Driving

Mental

- √ Alertness
- √ Precision
- √ Ingenuity
- √ Problem Solving
- √ Analytic Ability
- √ Memory
- √ Creativity
- √ Concentration

Interpersonal

- √ Talking
- √ Persuasiveness
- √ Speaking Ability
- √ Handling People
- √ Judgment
- Bilingual
- √ Imagination
- √ Initiative
- √ Patience

Perception

- √ Feeling
- √ Seeing
- √ Hearing
- √ Form Perception
- √ Clerical Perception
- √ Auditory (hearing) Discrimination
- √ Tactile (touch) Discrimination
- √ Olfactory (smell) Discrimination
- √ Aesthetic (artistic) Sense
- √ Spatial (space) Aptitude

Supervisor's Approval

Date