

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Director of Guidance

---

**EXEMPT:** Yes

**LOCATION:** Plymouth High School

**REPORTS TO:** High School Principal

---

**JOB GOALS:** Organizes, administers, and coordinates guidance program in public school system by performing the following duties.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

**A. Personal Counseling**

1. Identify special needs students.
2. Do individual counseling.
3. Do crisis counseling.
4. Do social counseling.
5. Do small group counseling.
6. Coordinate student, teacher and parent conferences.
7. Consult with parents as needed.
8. Refer students and/or parents to appropriate outside agencies when necessary.

**B. Academic Counseling**

1. Make student schedule changes as needed.
2. Enroll new students to Plymouth High School.
3. Prepare students' four-year academic plans and maintain them.
4. Help students obtain tutoring when needed.
5. Conduct senior interviews in the early fall.
6. Maintain a list of students working to achieve an Academic Honors Diploma or CORE 40.
7. Counsel dropouts on their options and see that records are maintained indicating reasons students dropped out.
8. Special Education (JESSE) duties:
  - a. Receive recommendations from teachers for special education evaluation.
  - b. Counsel students and parents on opportunities offered by JESSE.
  - c. With JESSE staff, complete required JESSE forms.
  - d. Consult with JESSE psychologists to arrange evaluations of students.
  - e. Attend case conferences for special education students as needed.

**C. College Counseling**

1. Oversee the scheduling of college representatives' visits to PHS.
2. Plan, publicize and hold the "Annual College Fair".
3. Publicize college open houses.
4. Coordinate with the Vocational Specialist the use of the DISCOVER software to do college searches.
5. Collect and make available to students college information and applications.
6. Process and mail college applications.
7. Write letters of recommendation for students applying for college and/or scholarships.

8. **Develop college awareness programs.**
- D. Career Counseling and Guidance**
1. **Contact, schedule and publicize career speakers.**
  2. **Oversee the scheduling of military recruiters' visits to PHS.**
  3. **Coordinate with the Vocational Specialist for the use of the DISCOVER software to do career exploration.**
  4. **Assist students with use of career materials.**
  5. **With the Business Department, inform students of job opportunities and maintain the Job Board.**
  6. **Do individual career counseling and refer to the Vocational Specialist to administer career interest tests.**
- E. Scholarship Counseling**
1. **Help collect and make available to students and parents scholarship information and applications.**
  2. **Assist students in completing their scholarship applications and then process those applications.**
  3. **Plan, publicize, and hold the annual "Financial Aid Night" for seniors and their parents.**
  4. **Serve on scholarship selection committees as requested.**
  5. **With co-counselors plan, publicize, and hold annual "Senior Awards Convocation".**
- F. Testing**
1. **Arrange and coordinate the administration of the school's testing program including:**
    - a. **PSAT**
    - b. **ASVAB**
    - c. **ISTEP, CTBS (Terra Nova)**
    - d. **SAT I and SAT II**
  2. **Do classroom presentations on test application procedures, test preparation, test taking strategies, and retesting.**
  3. **Interpret test results to students, parents, school staff, and administration.**
  4. **Annually prepare a comparison study of SAT scores for the central administration, principals and department chairpersons.**
- G. Scheduling**
1. **Provide the students with the curriculum for the coming year.**
  2. **See that students' course selections meet graduation Core 40 and Academic Honors Diploma requirements and prepare them for their post high school plans.**
  3. **Do individual conferences with students to discuss academic progress and course selections.**
  4. **Plan and hold "Orientation Night" for eighth graders and their parents.**
- H. Other Counseling and Guidance Duties**
1. **Select students to attend special programs and workshops such as career conferences, leadership seminars, honors programs, etc.**
  2. **Coordinate the selection and announcement of school representatives to DAR Good Citizen Award, Hoosier Boys State, Hoosier Girls State, Hugh O'Brien Youth Foundation, etc.**
  3. **Attend professional meetings.**
  4. **Attend staff meetings as necessary.**
  5. **Coordinate and work with public agencies such as the police, probation, courts, welfare, etc.**
  6. **Serve as needed on committees such as Student Services Advisory, PBA, and scholarships.**
  7. **Work with co-counselors to prepare follow-up studies of PHS graduates.**
  8. **Monitor the enrollment and withdrawal of students.**
  9. **Oversee the complete and accurate transfer of records for students transferring to and from PHS.**
  10. **Oversee the process of mailing Deficiency Reports to parents.**
  11. **Oversee the process of accurately entering all data, except attendance, into the computer.**
  12. **Oversee the process of continually keeping the permanent records updated.**

13. **Oversee the process of accurate and timely preparation and distribution of report cards.**
14. **Order supplies and materials for the Counseling Department.**
15. **Prepare and update the School Profile.**

**I. Administrative**

1. **Help plan and hold registration at the start of school.**
2. **Supervise the operation of the Counseling Department.**
3. **Assign work to the co-counselors, Vocational Specialist, and Guidance Secretary.**
4. **Evaluate the work performance of the Guidance Secretary and Vocational Specialist.**
5. **Supervise PHS when principals are out of the building.**
6. **Scheduling**
  - a. **Consult with department chairpersons for updates in their curriculum offerings.**
  - b. **Enter all curriculum and scheduling updates into the computer.**
  - c. **See that all students' course requests are accurately entered into the computer.**
  - d. **Build the master schedule.**
  - e. **Use the computer to schedule all students and resolve schedule conflicts.**
7. **Monitor that the office computers, software and equipment are maintained and operational.**
8. **Perform other duties as directed by principals.**

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function 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.

**EDUCATION and/or EXPERIENCE:**

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience. Must hold a valid Indiana license in Guidance and Counseling.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to school administrators, teachers, students, parents, and public groups.

**MATHEMATICAL SKILL:**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms.**

**The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.**

**WORK ENVIRONMENT:**

**The work environment characteristics 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.**

**The noise level in the work environment is usually quiet.**

**TERMS OF EMPLOYMENT:**

**205 – 225 days. Length of year and salary to be set by the Board.**

**EVALUATION:**

**Evaluated annually by the high school principal.**

*Revised 11/10/00*