

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Guidance Counsellor Job Description

GDAAD/R

**Position Title:** Guidance Counsellor

**Reports to:** Principal

### **Job Purpose and Objectives:**

The purpose of the school counsellor is to maximize the learning potential of all students in the school system. The Guidance Counsellor works with students, teachers, support staff, parents and community agencies in areas relating to social, emotional behavioural and intellectual development.

### **Education:**

#### Required:

- Bachelor's degree with a Counselling major or advanced studies in Guidance / Counselling.

### **Additional Skills:**

#### Required:

- Knowledgeable about the developmental needs of children and adolescents.
- Ability to form positive relationships with students, staff, parents, and to consult with these people when planning programs.
- Demonstrated personal qualities of trust, empathy, commitment, integrity and initiative.
- Ability to work effectively with individuals and diverse groups.
- Effective planning skills, incorporating the management of time, facilities and resources in a multi-task environment.
- Effective communication skills.
- Ability to keep records of student interviews and maintain confidentiality in accordance with PHIA and FIPPA.
- Skill in or willingness to develop skills in areas relating to building self-esteem, empathy, positive relationships including conflict resolution, anger management, prosocial skills, problem solving, depression, addictions, bullying, wellness, organization, goal-setting, and personal empowerment.

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## Guidance Counsellor Job Description - continued

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### Preferred:

- experience in a counselling role
- strong computer skills

## **Key Responsibilities**

### **A. Counselling**

- Assist students individually or in groups with self-understanding, problem-solving, decision-making, values clarification and conflict management.
- Assist students in understanding how their attitudes, abilities, interests, and work habits may affect their educational results.
- Assist students in examining their values and beliefs, in exploring their behaviour and its effect on others, and in understanding and dealing with emotions.
- Assist students in recognizing their personal strengths, weaknesses, abilities, needs and motivations.
- Model effective interpersonal skills.
- Assist students in developing an awareness of changing social roles.
- Assist students in developing educational plans consistent with career interests, and aptitudes.
- Identify and facilitate referral of students to other school or community services, serve as case manager, coordinate information from many sources, and provide liaison with these persons or agencies as the case develops.
- Assist at-risk students in becoming aware of their alternatives.

### **B. Coordination/Collaboration**

- Coordinate efforts to meet student needs between home, school and community resources.
- Coordinate special programs or events for the student population relating to personal, social-emotional, academic and career development.

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- Provide access to relevant information for students, parents and school personnel.

### C. Consultation

- Help teachers to identify students with special needs or problems.
- With due regard to confidentiality, keep staff informed of developments which may affect student progress.
- Help to initiate changes in the student's school or home environment when deemed necessary.
- Assist parents in an understanding of their children's aptitudes, abilities, interests, attitudes, and development as related to educational and occupational planning, school progress, and personal social development.
- Assist students and parents in accessing special services and in implementing service recommendations.
- Assist, along with the Career Preparation and Exploration personnel, in enhancing career education and development.
- Act as member of school-based crisis intervention team.

### D. Professional Development

Counsellors are expected to promote their own professional growth and development through advanced studies, membership in professional organizations, and/or participation in workshops, seminars and inservice programs.

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**Date Adopted:** June 15, 2006