

POSITION DESCRIPTION

POSITION TITLE: GUIDANCE COUNSELLOR

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Reporting to the Assistant Superintendent of Student Services through the school administration, the Guidance Counsellor shall provide a comprehensive guidance program that encompasses student growth, development, and well-being. In addition, the Guidance Counsellor shall provide consultative-collaborative services to school teams, staff, parents, and other professionals in meeting the emotional, social, behavioural, and career needs of the students within the Division.

POSITION RESPONSIBILITIES:

1. Take the lead role as the behaviour specialist in the school and in the development and implementation of behaviour intervention planning;
2. Assist students in developing self-understanding for more effective and self-directed personal planning, decision making and problem solving;
3. Assist students in developing the ability to make informed and rational decisions regarding their educational, career, and personal/social development;
4. Provide students with the required information to make informed decisions with respect to personal/social development, career choices and plans for further education or training;
5. Provide direct support and assistance for students with academic or personal/social difficulties;
6. Assist students in developing and maintaining healthy and effective interpersonal relationships;
7. Assist students in improving self-understanding and self-esteem;
8. Assist students who are experiencing difficulties within the academic setting to develop study and organization skills;
9. Act as an advocate for students who are experiencing emotional, social and/or personal difficulties;
10. Consult and collaborate with school teams, parents, and other professionals to provide appropriate course of intervention for referred students.

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11. Act as a liaison and/or referral source to external agencies for students experiencing extreme difficulties;
12. Offer divisional personnel, parents, and community presentations/in-services on topics related to guidance and career issues;
13. Provide proactive educational and program opportunities that deal with concerns of the students through classroom and outside presentations;
14. Act as a resource in a crisis within the school setting to assist in diffusing and debriefing the situation;
15. Implement programs within the school setting to deal with guidance and career issues. Examples of these include the Peer Helpers Program, Crisis Support Team, Conflict Managers, Youth Assistance Program, Tuning into Health, Take Our Kids to Work, School Career Day, etc.;
16. Maintain a Career Resource Centre that is accessible to students;
17. Act as a member on the Crisis Team within the school and as a resource for any other school within the Division under crisis;
18. Provide classroom presentations and organize guest speakers on topics of concern to all students;
19. Document the services provided to each student in the student's guidance file, in a manner consistent with the policy requirements of the Division and with good professional practice;
20. Continue professional growth through attendance at conferences, reviews of current literature, and membership in professional organizations;
21. Function as a member of the Divisional student services team;
22. Promote and further the educational goals and objectives of Turtle Mountain School Division; and
23. Perform other duties as assigned by the school administration and/or the Assistant Superintendent of Student Services.

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