

**GUIDANCE COUNSELOR**  
**JOB DESCRIPTION**  
**MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To provide services to aid student success in District curriculum and continue onto post-secondary schooling or careers.

**PERFORMANCE RESPONSIBILITIES:**

1. Plans and selects student curriculum programs.
2. Administers all standardized tests and surveys and interprets the results to students and parents.
3. Plans and coordinates activities such as career days, college visitations, and student and parent orientation sessions.
4. Keeps the Director of Guidance informed as to needs of students and recommends changes in the curriculum, programs, and activities as needed.
5. Provides counseling to students.
6. Interprets the District's objectives to students, parents, and the community at large.
7. Maintains student records and protects their confidentiality.
8. Provides student information to colleges and potential employers according to provisions of the District's policies on student records.
9. Aids students with all of the processes of college application, including application for financial aid where needed.
10. Aids students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students to develop educational and occupational plans.
11. Schedules summer school work and homebound tutoring.
12. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
13. Guides students in their participation in school and community activities.
14. Performs such other tasks and assumes such other responsibilities as the Superintendent or his/her designee may assign.

Revised August 2016