



**Job Title:** Middle School/High School Guidance Counselor

**Reports to:** Middle School/High School Principal

**School:** Lincoln Middle/High School

**Employment Status:** Full Time (199 Days)

**Nature and Scope of the Job:**

To provide a comprehensive guidance and counseling program designed to address the social, emotional, educational and occupational needs of all students.

**Qualifications:**

Hold and maintain an Indiana State License for School Counselor.

**Special Knowledge/Skills:**

- Thorough understanding of school operations
- Strong organizational, communication, and interpersonal skills
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to navigate and update ALMA (student data system) efficiently
- Detailed understanding of all graduation requirements including Next Level Programs of Study for pathways.
- Detailed understanding of helping students and parents create a four year plan.
- Detailed understanding of the master schedule.
- Ability to advise and provide information to parents, students, and teachers
- Ability to assist students with FAFSA, college and job applications, College Board, and all other avenues for post graduation

**Major Responsibilities and Duties:**

- Ensure all students meet all graduation requirements
  - Develop and deliver orientation programs for students and parents for middle school and high school. (6th grade, 9th grade, 12th grade)
  - Meeting with students whose names appear on the low grade list for each marking period and, if appropriate, formulating a plan of action for success involving the student and the parent;

- Planning and/or promoting programs which enhance the academic, social or emotional growth of students, e.g., Curriculum Fair, Career Fair, Underclass Honors Assembly & Senior Honors Program, Graduation, opportunities for student enrichment and/or remediation, scholarship opportunities and parent informational programs;
- Meeting with seniors once each semester and mailing updates on their graduation status to their parents;
- Prepare student transcripts for schools, employers, etc.
- Compile class rank data for all students in grades nine through twelve.
- In September and January, review the records of all seniors to check their progress in meeting graduation requirements. He/she shall talk to any students who may have difficulty meeting graduation requirements and write letters in conjunction with the Senior High Principal, to parent(s)/guardian(s) regarding any such problems.
- Discuss student programs and make recommendations as to what can be done in conjunction with teachers, parents and administration.
- Schedule students in appropriate classes depending on post-secondary plans in conjunction with parents, teachers and administration.
- Shall assist the administration in making arrangements for enrollment in the summer program.
- Supervise and maintain cumulative records and enroll students in grades 6 through 12.
- Assist students in preparing for after graduation
  - Assist students filling out application forms for school, financial aid and jobs.
  - Write recommendations on behalf of students for colleges, technical schools, scholarships, special awards and military service.
  - Send out applications, transcripts and recommendations to schools and agencies.
  - Coordinate and set up visits of representatives from colleges, technical schools, the military services and private training facilities.
  - Call and write schools to set up visitation appointments and testing for students.
  - Shall provide information on career areas and schools and administer and interpret interest tests.
  - Act as contact person for parents/guardians and students regarding financial aid, educational planning, and student grades and programs.
  - Work with students on education/vocational post-secondary planning.
- Counsel students individually and/or in groups
  - Advise and provide information to parents/guardians and teachers

- Collect information for special reports from teachers, students and records.
- Serve on individualized education program (IEP) teams when deemed appropriate.
- Shall keep abreast of current practices in the field of guidance and counseling through attendance at professional conferences/workshops.
- Assist school administrators were needed
  - Assist the Senior High Principal in coordinating and administering the testing program at the Junior/Senior High School.
  - Shall assist the administration in developing a master schedule and individual student schedules.
  - Perform any and all other duties prescribed by the administration.

**Evaluation:**

Performance of this job will be evaluated annually in accordance with Indiana State Law by the building principal or designee.

PLEASE CONTACT RENEE LAKES, PRINCIPAL  
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