

POSITION: Guidance Counselor

IMMEDIATE SUPERVISOR: Principal

Assignment:

The Guidance Counselor works directly with students and teachers within BATC Education schools. The Guidance Counselor provides information, guidance and support to students in career exploration in classrooms, small groups and individual settings. The Guidance Counselor functions as a school liaison with other schools and post secondary institutions. In addition, the Guidance Counselor provides personal counseling to individual students and small groups concerning relationship issues, anger management, and other school related problem areas. The Guidance Counselor is part of the school student support team dedicated to enhancing student performance and well being.

Training:

The Guidance Counselor preferably will have a Masters degree in Education with a focus on Career Education or Counseling or may have a Masters degree in Social Work with a focus on Counseling.

Skills, Abilities and Personal Attributes:

The Guidance Counselor will possess or demonstrate the following:

1. Educational background and skills needed to accomplish the duties and responsibilities set out below.
2. A valid driver's license.
3. Excellent oral and written skills to facilitate effective communication with students, professionals and parents.
4. Superior inter-personal skills with the ability to establish and maintain effective working relationships with students and staff.
5. The skills and abilities to manage a guidance and student support program.

Duties and Responsibilities:

1. Provide career exploration information to individual students, small groups and classrooms.
2. Act as a support to individual classroom teachers in the area of student career development.
3. Provide liaison services with post secondary providers.
4. Work closely with the First Nation's Post Secondary Coordinator in providing appropriate services to students.
5. Provide support to students in developing career interest inventories, goals, career portfolios, resumes or other products that help students achieve further education or work related goals.
6. Provide support to students in their adjustment when they transition within the school, between schools, or beyond school.
7. Provide support to students and their families, where appropriate, to help the student resolve anger management, relationship or attendance issues which may lead to enhanced student performance or personal health.
8. Use resources available to help students increase their social functioning within school, their family and community.
9. Develop and maintain working relationships with other agencies that may assist students within areas that are consistent with these Duties and Responsibilities.
10. In conjunction with other school personnel where necessary, help students and parents access required services through the school or other agencies.
11. Develop accurate and timely reports on student attendance or other reports as required by the Principal or Director of Education.

12. As requested by the Principal, carry out additional duties or tasks that are consistent with these Duties and Responsibilities.
13. Work as a member of a school interdisciplinary team in the best interests of the students and their families.
14. Maintain current knowledge of educational and counseling practices through reading, research, and professional development as authorized.
15. Observe all pertinent laws, school policies, and administrative procedures while maintaining strict confidentiality with regard to the affairs of the school, its employees, parents, and students.