



CEDAR VALLEY
CATHOLIC SCHOOLS

Job Title: Secondary Guidance Counselor

Reports To:

Building Administrator

Chief Administrator

CVCS Board of Education

FLSA Status: Exempt, Certified

Effective: 07/01/2022

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

1. Demonstrates aptitude for successful fulfillment of assigned responsibilities
2. Supports and fosters Christian uniqueness of system
3. Uses gospel values as the basis for decision-making
4. State of Iowa Teaching License with Endorsement in Professional School Counselor 5-12 and/or Professional Service License with Endorsement in Professional School Counselor 5-12

DUTIES/RESPONSIBILITIES:

1. Support and promote the philosophy of Catholic education and contribute to building a spirit of unity within the school and the Cedar Valley Catholic Schools System.
2. Comply with rules and objectives of the school, Cedar Valley Catholic Schools, and the Archdiocese of Dubuque.
3. Promote positive public relations with staff, parents, and the public in all daily contacts especially in telephone conversations and school visitations.
4. Aid students in course and subject selection.
5. Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students in evolving education and occupation plans in terms of such evaluation.
6. Work to discover and develop special abilities of students.
7. Work to resolve students' educational handicaps.
8. Register students new to the school and orient them to school procedures and the school's varied opportunities for learning.
9. Work to prevent students from dropping out of school.
10. Remain readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
11. Work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.

Cedar Valley Catholic Schools

3231 West Ninth Street | Waterloo, IA 50702
319.232.1422 | www.cvcatholic.org

Blessed Sacrament Early Childhood Center

St. Edward Elementary School

Blessed Maria Assunta Pallotta Middle School

Columbus Catholic High School



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12. Guide students in their participation in school and community activities.
13. Be present in hallways during passing time, at student lunch, and extra-curricular events to help build positive relationships and actively engage with students.
14. Participate as an active member of the Staff Lighthouse team.
15. Maintain student records and protect their confidentiality.
16. Confer with parents whenever necessary.
17. Print transcripts.
18. Provide in-service training in guidance for teachers and student teachers.
19. Work with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
20. Advise administrators and faculty on the matters of student discipline and well-being.
21. Take an active role in interpreting the school's objectives to students, parents, and the community at large.
22. Interpret the guidance program to the community.
23. Refer students to placement service.
24. Engage in research and follow-up activities to evaluate counseling techniques

Acknowledgment:

I acknowledge this position description was reviewed with me and a copy was provided to me. I agree to and accept the terms and conditions and acknowledge this does not represent a contract of employment.

Employee
Signature: _____ Date: _____

Supervisor
Signature: _____ Date: _____

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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