ANNISTON CITY SCHOOL
POSITION ANNOUNCEMENT

POSITION: Guidance Counselor

QUALIFICATIONS: Master’s Degree
Valid Alabama Teacher’s Certificate endorsed in counseling and guidance
Demonstrated success in working with teachers, students, and in a multi-
ethnic community

MINIMUM EXPERIENCE:
Three years’ elementary/secondary school level teaching experience in
administering and interpreting educational and diagnostic tests is
preferred. Such alternatives to the above qualifications as the Board may
find appropriate and acceptable

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:
1. Provides comprehensive, developmental counseling and guidance
   services to all children
2. Develops, implements, and evaluates an annual local school
   counseling and guidance plan in accordance with standards set forth
   by the State Plan and consistent with the local system plan
3. Develops activities and resources to implement and evaluate the
   approved program
4. Assists teachers, parents, and students in determining the needs of
   each student by providing student appraisal services
5. Analyzes and interprets test results to teachers, parents, and
   students to provide information about abilities, achievement,
   interests, and needs
6. Assists teachers in identifying student deficiencies.
7. Provides orientation for new students and parents.
8. Develops and implements a small group counseling program.
9. Provides leadership in the development and implementation of a
   group guidance program
10. Assists students in building self-esteem and developing decision making, problem solving, and positive human relations skills.
11. Assists students in developing skills to understand their interests, aptitudes, and values in planning for their life careers.
12. Provides appropriate placement and follow-up services for students.
13. Plans with teachers and principal steps for modifying student behavior when it is needed.
14. Consults with parents, teachers, and community resources about the special needs of students and makes referrals as appropriate.
15. Assists teachers in removing learning obstacles of students.
16. Provides data concerning students’ needs to assist the curriculum development process in the school.
17. Develops individualized professional growth plan.
18. Supervises collection and maintenance of appropriate student data for personal/social educational, and career/vocational development.
19. Abides by the American School Counselor Association Code of Ethics.
20. Performs such other duties as the principal may determine.

**TERMS OF EMPLOYMENT:** Nine-month Contract

**SALARY:** Based on certification and experience.

**DEADLINE FOR RECEIVING LETTERS OF INTEREST AND RESUMES IS RECEIVED UNTIL POSITION IS FILLED**
SEND LETTER OF INTEREST AND CURRENT RESUME TO:
Mr. Marlon Jones
Federal Programs Director
Anniston City Schools
P. O. Box 1500
Anniston, AL 36202

STATEMENT OF POLICY
“No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity, on the basis of sex, race, religion, national origin, ethnic group, or handicapping condition.”