

Dawson-Bryant Local School District
701 High Street
Coal Grove, Ohio 45638

Position: Guidance Counselor

Minimum Qualifications:

- Holds and maintains required state department of education credentials.
- Displays flexibility, reliability, self-discipline and willingness to take on challenging tasks.
- Effective communication, problem solving and time management skills. Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Complies with Ohio Bureau of Criminal Investigation (BCI) and/or Federal Bureau of Investigation (FBI) criminal background checks within timeframes prescribed by law.
- Maintains a record free of criminal violations that would prohibit public school employment.

Essential Functions:

- Provides preventive and developmental counseling to help students enhance decision making skills that support academic, personal and social growth.
- Collaborates with staff to identify students struggling with academic and/or social-emotional issues.
- Helps investigate student concerns (e.g. abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.) Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
- Allots time for individual /group and classroom counseling. Helps students improve personal skills (e.g. accountability, interpersonal communication, responsible behavior, self-confidence, etc.)
- Advocates for students. Observes student demeanor. Investigates / reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Services as liaison between the social services agencies and support agencies.
- Assists families in obtaining services for their children through an appropriate referral and follow-up process.
- Supports and attends appropriate student activities and events.
- Assists students/parents in understanding school policies and procedures.
- Respects privacy. Maintains the confidentiality of privileged information.
- Promote positive collaboration between the schools and highlighting the achievements of our school district.