



Iberville Parish School Board

P.E. Cancienne
Superintendent
Secretary/Treasurer

Melvin Lodge
President

HUMAN RESOURCES ...We put children first

February 20, 2009

CIRCULAR: 20

PAGE: 20

NOTICE OF VACANCY (AS OF ABOVE DATE)

Applications are being accepted for the following position:

GUIDANCE COUNSELOR

**IBERVILLE PARISH ACADEMY OF
MATHEMATICS, SCIENCE & ART
(WILL SERVE BOTH EAST AND WEST BANKS FOR NOW)**

Anyone interested in being considered for the above positions should submit an application or resume' to:

Janet Marionneaux, Executive Director
of Personnel, Curriculum & Instruction
Iberville Parish School Board
58030 Plaquemine Street
Plaquemine, LA 70764

APPROVED BY:

Dr. P. Edward Cancienne, Superintendent

QUALIFICATIONS:

**Applicants must be certified according to Bulletin
746 Louisiana Standards for state Certification
(See Attachment for Job Duties)**

DATE OF EMPLOYMENT:

March 16, 2009

DEADLINE FOR ACCEPTING APPLICATIONS: March 6, 2009

It is the policy of the Iberville Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabling condition, or veteran status in its educational programs and activities. This includes, **but is not limited to** admissions, educational services, financial aid and employment.

GUIDANCE COUNSELOR

GENERAL STATEMENT OF DUTIES: Help students overcome problems that impede learning, and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

EXAMPLES OF WORK: (Illustrative only)

Register students new to the school, and orients them to school procedures and the school's varied opportunities for learning;
Aid students in course and subject selection;
Maintain students records, and protect their confidentiality;
Work to resolve students' educational handicaps;
Work to discover and develop special abilities of students;
Work to prevent students from dropping out of school;
Provide student information to colleges and potential employers according to provisions of the Board's policy on student records;
Plan guidance field trips to schools, colleges, and industry for interested students;
Make recommendation to colleges for admissions and scholarships;
Arrange for tutors and summer school work;
Guides students in their participation in school and community activities;
Obtains and disseminates occupational information to students and to classes studying occupations;
Help students evaluate career interests and choices;
Organize and conduct annual "Career Day";
Work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, and health and emotional adjustment;
Confer with parents whenever necessary;
Interpret the guidance program to the community;
Provide in-service training in guidance for teachers and student teachers;
Advise administrators and faculty on the matters of student discipline;
Assist in the orientation of new faculty members;
Develop annual Professional Growth Plan to strengthen or enhance job performance;

ACCEPTABLE EXPERIENCE AND TRAINING:

Applicants must be certified according to Bulletin 746 – Louisiana Standards for State Certification. If you have any questions call (1 877 453-2721)

Reports to: Principal

Supervises: None

Pay based on Master Salary Schedule