



GUIDANCE COUNSELOR

SCOPE OF WORK:

Work involves activities associated with providing guidance and counseling services to students of the Division of Independent Study. Guidance and counseling is primarily for but not limited to educational and vocational planning purposes.

DUTIES PERFORMED:

- Collect, organize, and analyze information about students through transcripts, standardized test results interpretations, interviews, and other sources to appraise their interests, aptitudes, and abilities.
- Compile and study occupational and educational information to aid students in implementing programs of study that will lead to completion of high school.
- Work with students, supervisors, teachers, and adults individually or collectively on solutions to problems that impede course progress or completion, such as coursework understanding, personal issues, financial concerns, and other factors.
- Serve as the initial contact for prospective students and respond to questions regarding policies and procedures.
- Assist students with the post-secondary admission process by providing information about application processes, providing recommendations and transcripts to schools, and assisting students with college entrance exam registrations.
- Represent the Division at meetings, workshops, conferences, and other events.
- Prepare Division honor roll; assist in establishment of diploma candidate records; review records and authorize release of transcripts.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

GUIDANCE COUNSELOR I
 GRADE L

1091

MINIMUM QUALIFICATIONS:

Requires a master's degree in guidance and counseling, two years of teaching experience, a valid North Dakota Teaching Certificate, and North Dakota Professional Guidance Credential.

GUIDANCE COUNSELOR II
 GRADE L

1092

CLASS CODE: 1091
1092
1093

ND Class Description
Guidance Counselor

MINIMUM QUALIFICATIONS:

Requires a master's degree in guidance and counseling plus 15 credit hours in the field, two years of teaching experience, a valid North Dakota Teaching Certificate, and North Dakota Professional Guidance Credential.

GUIDANCE COUNSELOR III

1093

GRADE L

MINIMUM QUALIFICATIONS:

Requires a master's degree in guidance and counseling plus 30 credit hours in the field, two years of teaching experience, a valid North Dakota Teaching Certificate, and North Dakota Professional Guidance Credential.

CLASS EVALUATION:

The classes in this series have been determined to be pay grade exceptions due to occupational pay progression practices and market conditions. Therefore, a class evaluation for each level does not exist. Individuals will progress to the next level in the series only after obtaining the required minimum qualifications as listed above.

Eff. Date: 7/96

* Pay Grade Exception (NDAC 4-07-04-11 & 4-07-04-12)

Rev: 7/12 – Conversion to Hay System; Removed Pay Grade Exception