

## SECONDARY GUIDANCE COUNSELOR - LONG TERM SUBSTITUTE

Employment: Long-Term Substitute

Effective: TBD

### **Requirements:**

- Baccalaureate Degree
- Master's Degree in Counseling
- Valid Pennsylvania Educational Specialist Certification as a Secondary Counselor
- Act 34, Act 151, Act 114 and/or other required clearances and/or documents
- Strong organizational and interpersonal skills
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships
- Ability to handle more than one task at a time

### **Job Summary:**

Facilitate and assist parents and students in the registration process. Guide students in making sound decisions relating to educational and vocational planning.