ROOSEVELT COLLEGE SYSTEM

JOB DESCRIPTION OF GUIDANCE COUNSELOR
ELEMENTARY & SECONDARY EDUCATION DEPARTMENTS

Position Title: GUIDANCE COUNSELOR
(Elementary & Secondary Departments)

Position Relationships

A. Supervision Received:
   School Head

B. Supervision Given:
   Assistant Guidance Counselor (if there is any)
   Clerical Staff

C. Coordination:
   Registrar
   Other Guidance Counselors
   Class Advisers

POSITION DESCRIPTION

General Function:

The Guidance Counselor is responsible for providing or causing the provision of guidance and counseling services to students and faculty most especially the new ones to facilitate healthy and wholesome academic and non-academic development and to smoothen the process of absorption, adjustment, adaptation, and integration of students and faculty into the school system.

Duties and Responsibilities:

1. Helps facilitate the realization of the broad objectives of education as mandated in Article XIV Section 3. (2), of the 1987 Philippine Constitution, which states that “[Schools] shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency.”
2. Assists the School Head in promoting and maintaining positive interpersonal relationships among school constituencies.
3. Provides basic guidance services to students like the administration and interpretation of tests to determine the strengths and weaknesses of students and to resolve problems affecting academic performance.
4. Develops an action program that will help facilitate the attainment of the broad objectives and specific goals of the unit and the school system.
5. Develops remedial action program for students who find difficulty adjusting to the academic standard of the school.
6. Conducts action-research in collaboration with the School head, on matters affecting the teaching-learning processes of the students and faculty.
7. If necessary, consult faculty/teachers of students to gain more insight on the factors/causes of the behavioral problems confronting the students under counseling.

8. Similarly, the Guidance Counselor may request the Registrar the record of academic performance of concerned student.

9. Keeps abreast with and strives to be more knowledgeable on the latest developments in Guidance and Counseling techniques by attending in-service training, seminars, and workshops and by researching, reading, and undertaking post graduate studies in the field.

10. Helps facilitate the process of absorption, adjustment, adaptation and integration of new faculty members and employees.

11. Helps in the recruitment and selection of scholars.

12. Performs such other duties as may be directed by his superiors.

NINA FRANCES DELAS ARMAS
HRDMO Officer

Noted by:  
Approved by:

Dr. PAZ H. DIAZ  
VP Academics

ROMEO P. DELA PAZ  
President

Effectivity:  S.Y. 2011-2012
TABLE OF CONTENTS

POSITION DESCRIPTION OF THE FOLLOWING:

1. Librarian – Basic Education & Tertiary Education
2. Registrar – Basic Education & Tertiary Education
3. Guidance Counselor – Basic Education
4. Guidance Counselor – Tertiary Education
5. Academic Supervisor
6. Directress/Principal – Basic Education
7. Dean – Tertiary Education
Position Title: GUIDANCE COUNSELOR  
(Tertiary Education Division)

Position Relationships

A. Supervision Received:
  VP Academics

B. Supervision Given:
  Assistant Guidance Counselor (if there is any)
  Clerical Staff

C. Coordination:
  Registrar
  Deans & Assistant Deans

POSITION DESCRIPTION

General Function:

The Guidance Counselor is responsible for providing or causing the provision of guidance and counseling services to students in order to facilitate healthy and wholesome academic and non-academic development.

Duties and Responsibilities:

1. Helps facilitate the realization of the broad objectives of education as mandated in Article XIV Section 3. (2), of the 1987 Philippine Constitution, which states that “[Schools] shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency.”

2. Assists the VP Academics and Deans in promoting and maintaining positive interpersonal relationships among school constituencies.

3. Develops an action program that will help facilitate the attainment of the broad objective and specific goals of the Tertiary Education Division.

4. Provides basic guidance services to students like the administration and interpretation of tests to determine the strengths and weaknesses of students and to resolve problems affecting academic performance.
5. If necessary, consult faculty/teachers of students to gain more insight on the factors/causes of the behavioral problems confronting the students under counseling.

6. Similarly, the Guidance Counselor may request the Registrar the record of academic performance of concerned student.

7. Conducts performance evaluation of Tertiary Education Division Faculty Members, collates results, submits the results to VP Academics, copy furnished to HRDMO Officer.

8. Keeps abreast with the emerging practices in Guidance and Counseling and be knowledgeable on the latest developments in Guidance and Counseling techniques by attending training, seminars, and workshops and by researching, reading, and undertaking post graduate studies in the field.

9. Helps facilitate the process of absorption, adjustment, adaptation, and integration of new faculty members and employees.

10. Helps in the recruitment and selection of scholars.

11. Performs such other duties as may be directed by his superiors.

NINA FRANCES DELAS ARMAS
HRDMO Officer

Noted by: Approved by:

Dr. PAZ H. DIAZ ROMEO P. DELA PAZ
VP Academics President

Effectivity: S.Y. 2011-2012