

STATE OF OHIO
(DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES: Guidance Counselor 1-2	SERIES NO : 6976
MAJOR AGENCIES: Veterans' Children's Home, Youth Services, Rehabilitation & Correction	EFFECTIVE DATE: 26 Mar 1990

SERIES PURPOSE: The purpose of the guidance counselor occupation is to assess the educational &/or vocational status of inmates or residents in order to determine appropriate placement in educational programs &/or to identify career options & to provide counseling services on an individual &/or to identify career options & to provide counseling services on an individual &/or group basis.

CLASS TITLE:
Guidance Counselor 1

CLASS NUMBER:
69761

CLASS CONCEPT:
The full performance level class works under direction & requires considerable knowledge of guidance & counseling or rehabilitation counseling in order to assess the educational &/or vocational status of inmates or residents for appropriate placement in educational programs &/or for identification of realistic career options & to provide individual &/or group counseling. All employees in this class must possess a master's degree.

CLASS TITLE:
Guidance Counselor 2

CLASS NUMBER:
69762

CLASS CONCEPT:
The full performance level class works under direction & requires considerable knowledge of guidance & counseling or rehabilitation counseling in order to assess the educational &/or vocational status of inmates or residents for appropriate placement in educational programs &/or for identification of realistic career options & to provide individual &/or group counseling. All employees in this class must possess a master's degree & thirty hours of post-graduate study.

<u>CLASS TITLE:</u> Guidance Counselor 1-2	<u>CLASS NUMBER:</u> 69761-69762	<u>BARGAINING UNIT:</u> 10
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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).

Selects, administers, scores & interprets educational & vocational assessment tests (e.g., California Locator Test, California Achievement Test, Woodcock, Keymaths, General Aptitude Test Battery) & determines appropriate placement of inmates or residents in educational programs &/or identifies realistic career options.

Provides counseling services to students or inmates on an individual &/or group basis regarding academic or vocational needs, placement in educational programs, career options & or social or behavioral problems; confers with educational & other institutional staff regarding performance of residents, interpretation of test results, behavior problems &/or alternate teaching methods; provides orientation services to new residents.

Prepares & maintains records (e.g., writes to previous schools for transcripts; enters grades & attendance at end of grading periods; corresponds with schools to obtain diplomas; monitors completion credits & arranges for grade promotion & change in course assignments; prepares monthly population reports; responds to requests regarding an inmate's or resident's enrollment & academic history).

MAJOR WORKER CHARACTERISTICS:

Knowledge of guidance & counseling; vocational & educational appraisal. Ability to administer, score & interpret educational & vocational tests & determine appropriate educational placement &/or career options; gather, collate & classify information about data & people; prepare & maintain meaningful, concise & accurate records & reports; establish good rapport with inmates or residents.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

Valid Pupil Personnel Services certificate as a school counselor issued by Ohio Department of Education; Guidance Counselor, 69761, must also have master's degree; Guidance Counselor 2, 69762, must also have master's degree & 30 hrs. of post-graduate study.

OR EQUIVALENT OF MINIMUM QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE:

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Provisional certificate must be renewed in accordance to Section 3301-23-22 of Ohio Administrative Code.

UNUSUAL WORKING CONDITIONS:

May be exposed to potentially dangerous inmates or unruly juveniles.