



Rockford Area Schools Job Description

Counselor

General Definition of Work

Performs intermediate professional work providing individual and group counseling, developing curriculum, coordinating and administering school testing, and related work as apparent or assigned. Work is performed under the limited supervision of the principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Develops and facilitates individual and/or group counseling to address academic, emotional and social issues.

Provides crisis counseling and interventions for students as needed.

Develops and implements curriculum designed to address school wide issues (discipline, bullying, etc.).

Coordinates and proctors all school testing.

Provides academic, career and college counseling; provides IEP counseling minutes for special education students.

Coordinates and maintains the building's 504 plans, truancy and mandated reports and testing.

Attends various meetings and represents the district (IEP) as required.

Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of 504 rules and regulations; thorough knowledge of truancy rules and regulations; thorough knowledge of testing manuals; thorough knowledge of Infinite Campus Guide; ability to counsel students and undertake academic and behavioral interventions; thorough knowledge of standard office equipment, computer hardware and related software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience

Master's degree with coursework in school counseling, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements



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Minnesota School Counselor or Secondary Guidance and Counseling License
Infinite Campus – Student Information System Training