

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Elementary School Counselor	Guidance Department	Principal
<b>JOB SUMMARY:</b>  Responsible for providing educational services and activities that meet the needs of elementary students with an emphasis on identifying student mental health or emerging educational needs and coordinating appropriate monitoring as necessary. Will consult with teachers and staff to enhance their effectiveness in helping students while working proactively to achieve improved student performance.		
<b>QUALIFICATIONS:</b>  Master’s degree; teaching and Minnesota State Certification in Elementary School Counseling.		
TASK NO.	DESCRIPTION WORK YEAR: 186 days.	FREQUENCY

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| 1 | Provide social/emotional and crisis counseling to students and participate in crisis intervention contacting child protection agencies, if necessary; maintain a high level of availability, confidentiality and sensitivity to students and staff at all times. | 30% |
| 2 | Establish support groups for students with shared needs.   | 30% |
| 3 | Assist in implementing a school climate that results in academic and personal success for students.  | 15% |
| 4 | Conduct classroom lessons/activities to support instruction, educational transitions, and personal development.  | 15% |
| 5 | Collaborate with teachers by providing lessons on selected topics and training as appropriate.   | 5%  |
| 6 | Participate in district and building meetings as directed by supervisor; participate in building and district sponsored professional development initiatives and other professional training opportunities as directed by supervisor.                            | 2%  |
| 7 | Maintain student records and follow established building procedures regarding access to student records and FERPA.   | 2%  |
| 8 | Perform other duties as assigned.  | 1%  |

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SUPERVISOR'S APPROVAL

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DATE

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COMMITTEE'S APPROVAL

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DATE