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## POSITION DESCRIPTION

### School Counselor

#### General Definition of Work

Report and account to the Director of Pupil Services and Building Principals, To provide all students with access to educational and career planning; personal, social and relationship counseling and academic support services to ensure successful educational progress.

#### 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

- Provide counseling services to individuals and groups in the areas of personal growth and development, problem solving, decision-making and career and educational planning.
- Work with students experiencing academic difficulties to develop educational strategies.
- Provide consultation with parents, regarding social, behavioral, emotional or academic issues of students and career planning.
- Facilitate student schedule changes.
- At the junior high level, administer standardized testing programs including planning testing schedules, administer the tests and interpreting test results for students and parents.  
At the senior high level, assist with the administration of standardized testing programs, coordinate registration for and administration of the PSAT/NMSQT, ACT and the SAT, offer ACT test prep sessions throughout the year, assist with registration and score interpretation for the ASVAB.
- Supervise and/or assist in the maintenance of student cumulative records, permanent record cards, health records and report card information.
- At the senior high level, complete course/credit evaluations for students in their senior year of high school and monitor each senior's previous courses and credits in reference to district graduation requirements.
- At each mid-quarter and grading period, determine those students with course, grade or credit deficiencies and advise parents and students, accordingly.
- Assist and/or coordinate the annual preparation of the course of studies catalogs and other registration materials.
- Conduct the annual group registration process of students in grades six through eleven, including advising students and parents of course selection, graduation requirements and curriculum sequence.
- Register and develop class schedules for students who are new to the district on an individual basis.
- Provide small group and class presentations regarding the learning, personal, social, career and vocational needs of students.
- At the senior high level, present information and materials regarding college and vocational/technical college admission standards and application procedures, assist with the application process; advise regarding financial aid and scholarship opportunities and application procedures. This is also made available at the junior high level, on request.

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- Act as a liaison with community resources, which provides help to students and their families.
  - Provide consultation and support to classroom teachers by assisting in the development of short and long-term strategies to help alleviate school difficulties of students.
  - Participate in the Student Services Team process, attend M-team staffing and other student-teacher conferences as requested; serve on building crisis management team.
  - Facilitate student support groups to include issues such as family changes, grieving, common teen concerns, attention deficit, self-image, AODA, etc.
  - Be informed of current research, innovations and trends in the areas of school guidance and counseling.
  - Regular and reliable attendance is required.
  - Perform additional duties as assigned by the building principal.

### **Education and Experience**

- A Master's Degree from an accredited college or university and institutional endorsement is required.
- Must be certified under requirements for the position of K-12 School Counselor (54, 964, 966, and 967) as set by the Department of Public Instruction.

### **Physical Requirements**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert ten (10) to twenty (20) pounds of force frequently to lift, carry, push, and pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, sex stereotypes, sex characteristic or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, ( as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

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