

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel: Selection

Section Title: Statement of Guiding Principles - Job Descriptions

Sub-Section No. 400a

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TITLE: SECONDARY COUNSELOR

QUALIFICATIONS: Idaho Pupil Personnel Certificate with Standard or Advanced Counselor Endorsement (K-12)

REPORTS TO: Principal

JOB GOAL: To help students overcome problems that impede learning, to assist them in making educational, occupational, and life plans. The counselor will listen and lend support to students who will need services beyond the scope of the regular classroom.

MAJOR DUTIES AND RESPONSIBILITIES:

Direct Assistance to Students

1. Assist students with education planning, course selection, and adding/dropping courses.
2. Develop individual four (4) year plans with 8th graders and students newly enrolling, and assist in monitoring and managing these plans.
3. Register students new to the school. Provide orientation and information relative to school policies and procedures, schedules, curriculum, and extracurricular opportunities.
4. Interpret grades and test scores for parents and students, as well as permanent record information such as GPA, credit status, class rank, and honors.
5. Assist, when requested, with follow-up on students that are below grade level/failing.
6. Maintain a close relationship with the student study team following directives and recommendations as needed.
7. Assist in the resolution of school-related problems.
8. Provide responsive services including consultation, personal counseling, crisis counseling, and referral.
9. Arrange for summer work and/or enrollment in summer school programs to make up noted deficiencies.
10. Provide for a smooth transition between middle and high school, which may include orientation programs for students and parents.
11. Provide board-approved curriculum consisting of structured developmental experiences presented systematically through classroom and group activities for all students.
12. Assist with teacher/student/parent conferences.
13. Serve as the 504 Case Manager for the school, ensuring the building 504 team is established and functional.

Transition to College and Career

1. Provide career development materials and activities (classroom and individual) and follow-up.
2. Work closely with and involve parents in students' career planning.
3. Provide information and prepare recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
4. Help students with scholarship information and application procedures including preparing written recommendations.
5. Notify students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors.
6. Assist students with applications to post-secondary institutions, meeting with recruiters,

and planning campus visits.

7. Provide timely notice and information to students and parents of opportunities to take SAT, ACT, and AP exams.
8. Gather information on colleges and careers and keep this information accessible to students and parents in an organized arrangement.
9. Work to prevent students from dropping out of school, and assist those that do in finding alternative educational programs and/or employment.

Office Management

1. Maintain a professional office environment.
2. Provide interim assistance to students or parents with urgent needs.
3. Maintain student records and ensure their confidentiality.
4. Consult with teachers and other staff regularly to provide information and support to staff and to receive feedback on emerging needs of students.
5. Assist with emergencies in a friendly, supportive, and calm manner.
6. Assist agitated or upset students in re-composing themselves during situations where the student has a problem or personal setback.
7. Screen and coordinate new student records.
8. Help build the master schedule and decide what courses are going to be taught at each grade level.
9. Assist the Building Principal in maintaining a course description booklet with Classroom Teacher input.

Other

1. Serve as a resource person to local community organizations.
2. Provide information to the community regarding guidance services, GED programs, etc.
3. Assist with the district's testing program and interpretation of test scores.
4. Participate in building meetings such as MTSS, special education, and class meetings.
Serve as the administrative designee when assigned by the Building Principal.
5. Assist in arranging education services for hospitalized or homebound students in conjunction with the special services staff.
6. Assist with teacher/student and teacher/parent conflicts.
7. Provide letters to senior parents informing them of student academic status including credit checks, reviews, and graduation status.
8. Keep immediate supervisor informed of activities and any issues that may arise.
9. Represent the district in a positive manner.
10. Know and follow district policy and chain of command.
11. Perform other duties assigned by the supervisor.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 4/14/97, 3/10/25

Reviewed 2011, 2021, 2025

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1210	Information on Past Job Performance

I.C. § 33-1212	Elementary School Counselors
I.C. § 54-3201 et seq.	Social Work Licensing Act
IDAPA 08.02.02.027.01	Counselor Endorsement (K-12)
IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders
IDAPA 08.02.03.108	Guidance Programs (Section 33-1212, Idaho Code)