



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	School Counselor - Elementary
Department / Location:	School Building
Reports to:	Building Principal and Director of Student Services
Employees Supervised:	None
Classification:	Exempt
Status:	School-year
Created / Revised:	December 2025
Board Approved:	January 13, 2026

Position Summary

Under the direction of the Building Principal and the Director of Student Services, the School Counselor provides individual and group guidance and counseling services to meet the academic, social and emotional needs of students.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Support the planning and implementation of school-wide improvement practices and strategies.
2. Lead and design systems to improve student attendance and work with families, staff members and community organizations to remove barriers to student attendance.
3. Plan and implement district curriculum in regular education classrooms.
4. Work with students on an individual and/or group basis to resolve personal problems related to home, school and family relations, emotional adjustment, grief and health related matters that interfere with their optimal performance as learners.
5. Provide counseling in small groups that lead to increased personal growth, self understanding and maturity.
6. Work with teachers and students to reduce or eliminate barriers to student learning.
7. Collaborate with district and individual school programs as well as community agencies and programs.

8. Take an active role in interpreting the school's mission, purpose and goals to students, parents and the community.
9. Participate on school, district and/or community committees related to student success.
10. Coordinate and provide instruction in social skill and social interaction programs that improve student interpersonal skills and interactions with their peers and adults.
11. Assist in implementation and delivery of career curriculum and academic skills training.
12. Assist students in exploring interests and abilities in order to set goals.
13. Provide training on guidance topics and issues for teachers and staff.
14. Take an active leadership role in the school-wide Behavior Support System (PBIS).
15. Take an active leadership role in the disciplinary systems of the school, including, but not limited to: collaborative problem solving, following school discipline procedures, and working and communicating with students, parents and staff to resolve disciplinary issues.
16. Coordinate Student Support Team Services.
17. Assist with orientation of new students to the school facility and programs.
18. Assist with transition activities between grades and school levels.
19. Maintain appropriate licenses and training hours as required.
20. Comply with applicable district, state, local and federal laws, rules and regulations.
21. Attend work regularly.
22. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Working knowledge of the principles, practices and ethical standards of School Counseling.
2. Working knowledge of relevant state and federal laws, rules and regulations, as well as applicable district policies.
3. Current knowledge of the district curriculum, extracurricular offerings, community resources and support systems.
4. Ability to deal effectively and appropriately with students, parents, school staff and other providers regarding student concerns and problems.
5. Ability to consult with school personnel in developing and implementing effective academic and behavioral interventions for students.
6. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
7. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
8. Excellent verbal and written communication skills.

Working Conditions

1. Classroom/school environment.

Physical Requirements

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Education and Experience

1. Experience with differentiating instruction preferred.
2. Experience working with diverse learners and supporting culturally responsive practices preferred.
3. Experience working with students from a variety of cultural, racial, socioeconomic and linguistic backgrounds as well as students from a variety of family structures preferred.

Licenses and Certifications

1. Valid Wisconsin Department of Public Instruction School Counselor license (7054), or eligibility to obtain appropriate license upon hire required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.