



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

Position Description

Position Title:	School Counselor - Secondary
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:	April 20, 2026

Position Summary

Under the direction of the Building Principal and the Director of Student Services. School counselors are licensed educators who work collaboratively with teachers, administrators, school social workers, school psychologists, families, and medical professionals to improve student success for all students by implementing a comprehensive school counseling program. Through the school counseling program, school counselors maximize student success by ensuring equitable academic, career, and social/emotional development opportunities for all 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. Collaborate with building staff to establish and maintain a positive mental health and behavioral culture in the school.
2. Collaborate with school improvement teams and align practice with the MGSD Equity Non-Negotiables and the district's mission.
3. Communicate effectively with families, particularly as related to challenging student circumstances and issues.
4. Participate in a professional learning community; provide in-service training for other staff as appropriate.
5. Work closely with grade level teachers, student services, and leadership teams in using data to plan interventions, programming, and advancing district priorities including ICS

for Equity, SEL Programming and Mental Health and Wellness.

6. Advocate for students and staff needs in problem-solving team meetings (ie: Data Team, Student Support Teams)
7. Work closely with teachers, student services, and administrators to develop and implement social-emotional learning content for secondary students.
8. Assist students in planning for postsecondary options (higher education, military, workforce, etc).
9. Support student academic planning and goal-setting (including course selection and registration) to align academic and post-high school goals).
10. Facilitate/participate in structured problem solving processes and develop student support plans.
11. Facilitate small group and short-term individual counseling.
12. Consult and collaborate with outside providers (medical professionals, therapists, etc.) on student needs.
13. Serve on the crisis response team to respond to student and school issues.
14. Connect students/families with outside resources (county, community, etc.) as appropriate.
15. Support the implementation of school-wide improvement practices and strategies.
16. Work with families, staff members and community organizations to remove barriers to student success.
17. 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.
18. Collaborate with district and individual school programs to help support student needs.
19. Participate on school, district and/or community committees related to student success.
20. Collaborate on the development and implementation of academic and career curriculum.
21. Assist with orientation of new students to the school facility and programs.
22. Assist with transition activities between grades and school levels.
23. Maintain appropriate licenses and training hours as required.
24. Comply with applicable district, state, local and federal laws, rules and regulations.
25. Attend work regularly.
26. 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. Knowledge of Wisconsin state assessments and their administration
2. Knowledge of and ability to analyze and present data at district, building and student levels.
3. Working knowledge of facilitating problem solving teams, determining interventions, and progress monitoring.
4. Understanding of equity as it relates to public education and one's role in creating and maintaining equitable systems and practices.
5. Working knowledge of a Student Information System such as Infinite Campus.

6. Ability to work positively and productively as an active member of a vibrant student services team.
7. Working knowledge of the principles, practices and ethical standards of School Counseling.
8. Working knowledge of relevant state and federal laws, rules and regulations, as well as applicable district policies.
9. Current knowledge of the district curriculum, extracurricular offerings, community resources and support systems.
10. Ability to deal effectively and appropriately with students, families, school staff and other providers regarding student concerns and problems.
11. Ability to consult with school personnel in developing and implementing effective academic and behavioral interventions for students.
12. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
13. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
14. 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.