BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

K-12 School Counselor

Purpose Statement
The K-12 School Counselor provides support to the instructional process by managing the placement of assigned students, providing information and recommendations to parents and students, and assisting in the development of goals and plans for student achievement. This role is critical in enhancing student success and supporting their transition from school to career, training, or further education.

Supervisory Relationship
Reports to: School Principal

Essential Functions
- **Student Support:** Counsel students, parents, and guardians to enhance student success in school, addressing academic, career, and personal/social development needs.
- **Counseling Programs:** Design and facilitate group and individual counseling sessions based on data-driven student needs.
- **Special Programs:** Develop and implement special programs such as career nights and financial aid workshops to assist students in transitioning from high school to further education or career paths.
- **Progress Monitoring:** Monitor student progress, identify issues, and take appropriate action to support student success.
- **Application Assistance:** Assist students in completing applications for scholarships, college admissions, and financial aid, ensuring timely submission.
- **Documentation:** Prepare and maintain a variety of materials, including reports, student activities, correspondence, and audits, to document activities and provide information.
- **Information Presentation:** Present information to various stakeholders to communicate updates, gather feedback, and ensure adherence to internal controls.
- **Research:** Research eligibility requirements for programs such as financial aid and college admissions to provide accurate and current advice to students.
- **Class Scheduling:** Schedule student classes to ensure appropriate placement and fulfillment of graduation and college eligibility requirements.
- **Program Supervision:** Supervise assigned programs, including scholarships, peer counseling, special education, and ESL, to monitor performance and support professional growth.
- **Guidance Curriculum:** Organize, plan, and deliver a developmentally appropriate and preventative classroom guidance curriculum aligned with BPS expectations for social-emotional learning (SEL) supports for all students.
- **Classroom Management:** Implement effective classroom management strategies to maintain a positive learning environment.
- **Section 504 Coordination:** Facilitate building-level Section 504 processes to support students with disabilities.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Applying assessment instruments and maintaining accurate records
- Planning and managing projects

- Using pertinent software applications

Knowledge
- Stages of child development
- Reviewing and interpreting technical information
- Writing technical materials and speaking persuasively

Abilities
- Schedule activities, meetings, and events
- Gather, collate, and classify data
- Work independently and with diverse individuals
- Analyze data using complex processes
- Maintain confidentiality and work with frequent interruptions

Responsibility
Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Utilize resources from other work units as needed. Impact the organization's services continually.

Work Environment
Physical demands include some lifting, carrying, pushing, pulling, and fine finger dexterity. Job generally involves 40% sitting, 30% walking, and 30% standing. Performed under minimal temperature variations.

Experience
Job-related experience within a specialized field is required

Education
Master's degree in a job-related area

Certificates and Licenses
Valid ND teaching certificate

Continuing Education/Training
Maintain relevant certificates and licenses

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Salary Grade
Teacher Salary Schedule

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.