BARNESVILLE PUBLIC SCHOOLS

JOB DESCRIPTION
HIGH SCHOOL COUNSELING

BARNESVILLE HIGH SCHOOL

High School Counselor

Grades 7–12 | Comprehensive school counseling supporting college and career readiness, academic success, and social/emotional development.

The School Counselor designs, implements, delivers and evaluates a comprehensive school counseling program that promotes the college and career readiness, academic success, and social/emotional development of all students. The School Counselor provides direct and indirect student services through instruction, individual student planning and advisement, short-term individual counseling, consultation, collaboration, referral, program coordination, and crisis response.

Position at a Glance

POSITION TYPE Licensed school counseling position	**REPORTS TO** High School Principal
WORK SETTING Barnesville High School	**IEP COUNSELING** Approximately 20% of assigned time
WRITTEN AND REVISED Fall 2026	**JOB EVALUATION DATE** TBD

Role Focus

25%	**COLLEGE AND CAREER READINESS** | Career exploration, classroom instruction, postsecondary planning, individual student planning, and college-credit opportunities
20%	**ACADEMIC PLANNING AND STUDENT SUCCESS** | Academic plans and intervention, course selection, and credit/graduation monitoring
20%	**COUNSELING SERVICES IN STUDENT IEPS** | IEP counseling, skill development, service documentation, and progress monitoring
15%	**SOCIAL AND EMOTIONAL COUNSELING** | Short-term counseling and preventive supports
15%	**PROGRAM COORDINATION AND COLLABORATION** | Program planning and evaluation, data review, college/career assessments, and collaboration
5%	**CRISIS RESPONSE AND STUDENT SAFETY** | Immediate student support, safety procedures, mandated reporting, and coordinated follow-up

Time allocations are estimates and may vary based on student needs and school priorities. The school counselor strives to align with ASCA's recommendation of 80% direct and indirect student services and 20% program planning and school support.

Qualification Snapshot

Professional preparation and qualifications for this licensed school counseling position:

EDUCATION	REQUIRED LICENSE	PREFERRED EXPERIENCE
Master's degree and completion of an approved school counselor preparation program.	Valid Minnesota school counselor license appropriate to the assignment, issued by the Professional Educator Licensing and Standards Board.	Experience implementing a comprehensive school counseling program, providing adolescent counseling, supporting academic and college/career planning, responding to crisis situations, collaborating with families and staff, and providing IEP counseling services preferred.

Core Capabilities

- Designs, implements and evaluates a comprehensive, data-informed school counseling program.
- Builds trusting, professional relationships with students and families.
- Provides school counseling instruction, individual student planning/advisement and short-term individual counseling.
- Supports academic planning, graduation progress and college/career readiness.
- Uses student and school data to identify needs, barriers and opportunities for program improvement.
- Implements and documents assigned IEP counseling services.
- Responds appropriately to crisis and student safety concerns.
- Consults and collaborates effectively with families, staff, administrators and community partners.
- Advocates for student access to academic, career and social/emotional opportunities and supports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

01 College and Career Readiness — 25%

Career exploration, postsecondary planning, and preparation for life after high school

- Guides students in exploring their interests, strengths, career options, and education or training pathways through individual planning, classroom lessons, and career exploration activities.
- Provides developmentally appropriate college and career readiness programming for students.
- Meets individually with students to support academic, career, and postsecondary planning.
- Provides information and support related to college, technical education, apprenticeships, military service, and workforce opportunities to support informed postsecondary decisions.
- Assists students and families with college applications, scholarships, financial aid resources, testing information, and related deadlines.
- Advises students and families on college credit opportunities such as PSEO, Concurrent Enrollment, and eCHS. This includes eligibility and academic planning.
- Coordinates and promotes college visits, career exploration opportunities, career fairs, guest speakers, and other college and career readiness activities.
- Collaborates with postsecondary institutions, career advisors, employers, military representatives, and community partners to expand college and career opportunities for students.

02 Academic Planning and Student Success — 20%

Academic planning, graduation progress, and support for student success

- Advises students on course registration and schedule changes.
- Monitors credits and progress toward graduation and promptly identifies students who need additional planning or support.
- Meets individually with students, as appropriate, to review academic progress and graduation requirements.
- Works with students, families, and staff to address attendance, academic concerns, and barriers to student success.
- Supports new and transferring students with academic planning, course placement, and transition needs.
- Connects students with academic supports and interventions, including tutoring, credit recovery, and summer school.
- Supports students enrolled through the district's online learning partnership, including enrollment, academic planning, and monitoring progress toward graduation requirements.

03 Counseling Services in Student IEPs — 20%

IEP counseling services, skill development, documentation, and progress monitoring

- Provides assigned individual or small-group counseling specified in students' Individualized Education Programs (IEPs), following each plan's goals, frequency, and duration.
- Provides instruction and practice in coping, self-regulation, executive functioning, self-advocacy, communication, social interaction, and other skills identified in students' IEPs to support learning and school participation.
- Maintains accurate service documentation, collects data on assigned counseling goals, and completes required progress reports according to IEP timelines.
- Participates as a related service provider in IEP meetings to review student needs and progress and contribute counseling-related information and recommendations.
- Collaborates with special education staff to coordinate counseling services and addresses service-delivery concerns in accordance with student IEPs.

04 Social and Emotional Counseling — 15%

Short-term individual counseling, skill development, and referrals

- Provides short-term individual school counseling to address social/emotional concerns affecting student learning, relationships, attendance, engagement, and school participation.
- Helps students develop and practice coping, emotional regulation, problem-solving, communication, decision-making, and help-seeking skills based on individual needs.
- Provides student check-ins and responsive support for students experiencing personal, social, emotional, or school-related concerns.
- Consults and collaborates with families, teachers, and student support staff to understand student concerns and coordinate strategies and supports for student success.
- Connects students and families with appropriate school and community resources when needs require ongoing treatment or services beyond the school counselor's role.

05 Program Coordination and Collaboration — 15%

Program planning, assessment, data review, collaboration, and professional responsibilities

- Plans and evaluates the comprehensive school counseling program in collaboration with the High School Principal, using student needs, program goals, service commitments, data, and school priorities to guide programming and use of time.
- Coordinates and administers designated college and career readiness assessments, including the PSAT, PreACT, ACT, and ASVAB, and supports students in understanding assessment results.
- Collaborates with families, teachers, administrators, student support staff, special education staff, postsecondary institutions, and community partners to coordinate student supports and programming.
- Participates in student support and school improvement teams.
- Maintains appropriate student records and protects student confidentiality in accordance with professional, district, state, and federal requirements.

06 Crisis Response and Student Safety

5%

Immediate support, safety procedures, reporting, and coordinated follow-up

- Responds to urgent student concerns and participates in risk assessment and safety planning in accordance with training and district crisis procedures.
- Coordinates immediate assistance for concerns involving self-harm, suicide, threats, abuse, neglect, or other serious safety concerns with appropriate personnel.
- Fulfills mandated reporting responsibilities and follows confidentiality requirements, required notifications, and emergency procedures when student safety is at risk.
- Provides support and follow-up, as appropriate, for students returning after a crisis, loss, hospitalization, or other significant event.
- Participates in school crisis response planning and collaborates with staff and appropriate community partners to support student safety.

Service Commitments and Professional Growth

Provides services based on student needs, program priorities, and assigned responsibilities in collaboration with the Principal and appropriate staff. Maintains required licensure and engages in ongoing professional learning related to comprehensive school counseling practices.

07 Professional Context

Decision-making, working conditions, physical effort, and mental effort

Decision Making and Major Challenges

Uses professional judgment, student information, and relevant data to prioritize academic, college and career, social/emotional, and safety needs. Collaborates with appropriate staff and teams when student needs require additional or specialized services. Refers matters beyond the school counseling role or professional scope to appropriate staff or providers.

Working Conditions

Works in the counseling office, classrooms, and meeting spaces with frequent student, family, and staff contact. Balances scheduled services and programming with urgent student needs and seasonal planning deadlines. Participates in approved meetings or events outside regular hours as assigned.

Physical Effort

Requires sitting, standing, walking between school settings, computer work, and handling counseling materials. Essential duties may be performed with reasonable accommodation.

Mental Effort

Requires sustained listening, empathy, sound professional judgment, organization, and attention to detail. Manages sensitive disclosures, crisis situations, competing priorities, deadlines, and confidential information while maintaining professional boundaries.

08 Accountability and Expected Outcomes

Position accountability and professional performance expectations

The High School Principal evaluates performance through the district's applicable professional growth and evaluation process, considering the professional responsibilities and expectations of the comprehensive school counseling program.

Supervision of Others

Provides student support and supervision during assigned activities. Collaborates with staff and service providers; formal employee supervision and evaluation are not assigned to this position.

Equipment and Technology

Uses computers, devices, student information systems, college and career planning resources, assessment tools, and various technology platforms to support student services and program responsibilities.

Job Outcomes

- Students receive college and career support for informed postsecondary decisions.
- Students receive academic planning and support toward graduation.
- Assigned IEP counseling services are delivered, monitored, and documented.
- Students have access to short-term counseling and social/emotional support.
- Data, collaboration, assessment, and program evaluation support an effective comprehensive school counseling program.
- Student safety concerns receive timely, coordinated response, referral, and follow-up.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.