
Position Title:	School Counselor	
Qualifications:	Masters Degree in Guidance and Counseling	
Reports To:	Building Principal	
Approved By:	Board of Education	Date: April 27, 2009

I. Summary

The mission of a counselor is to meet the academic, social and emotional needs of all students. The professional school counselor implements a comprehensive school counseling program that promotes and enhances academic achievement, personal/social development, and career development, ensuring today's students become productive, well-adjusted adults of tomorrow.

II. Essential Duties and Responsibilities

- A. Reviews annually the comprehensive school counseling program with the school principal.
- B. Develop and maintain a written plan for effective delivery of the school counseling program based on the Wisconsin Comprehensive School Counseling Program Student Standards and current individual school data.
- C. Maintains current and appropriate resources.
- D. Provide leadership and collaborates with other educators in the integration of the School Counseling Student Content Standards across the curriculum.
- E. Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- F. Assist students, individually or in groups, with developing academic, career and personal/social skills, goals and plans.
- G. Accurately and appropriately interprets and utilizes student data.
- H. Collaborates with parents/guardians and educators to assist students with educational and career planning.
- I. Provide individual and group counseling to students with identified concerns and needs. Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
- J. Implements an effective referral and follow-up process.
- K. Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.
- L. Provide appropriate information to staff related to the comprehensive school counseling program.
- M. Assist teachers, parents/guardians and other stakeholders in interpreting and understanding student data and student's abilities, interests
- N. Participates in professional development activities to improve knowledge and skills.
- O. Uses available technology resources to enhance the school counseling program.
- P. Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Q. Measures results of the school counseling program activities and shares results as appropriate.
- R. Monitors student academic performance, behavior and attendance and assists with appropriate interventions.

- S. Perform all other duties as the building principal and/or superintendent may determine.
- T. Be knowledgeable and follow all district policies.
- U. As an employee of the District deal with the public and school employees in a courteous and professional manner.

III. Supervisory Responsibilities:

None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

Master's Degree in Guidance and Counseling required

B. Certificates, Licenses, Registrations:

CPR, AED, First Aid and Driver's license.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

D. Mathematical Skills:

Ability to read charts, graphs and compute sums.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction in dealing with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.

F. Technology Skills:

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, databases, presentations, and telecommunications.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 25-35 pounds of force frequently, and/or greater than negligible up to 50 pounds of force constantly to move object.

V. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.