

Tri-County Area School District  
Plainfield WI

Job Description

JD MIS 305  
Updated: September 2009

**Position Title:**        **School Counselor**

**Qualifications:**

- Master's Degree or higher in guidance/counseling.
- Professional certification in elementary and/or secondary school guidance/counseling.
- Ability to work with staff and students on a confidential basis.
- Ability to work with and assist support personnel.
- Successful counseling experience or successful internship experience.
- Understanding and acceptance of program philosophy.
- Knowledge of the techniques necessary to assess educational progress or deficiencies.
- Familiar with the local district curriculum.
- Be a flexible person to accept change and follow guidelines.
- Know, understand and be able to work with the school-age child.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to be able to lead and manage others effectively.

**Position Function:**

Within the limits of the law, board policies and regulations, administrative rules and regulations, and instructions from the District Administrator or designee, the counselor is responsible for academic, career and personal counseling and guidance for students assigned.

**Specific Responsibilities:**

- Orient new students to the school and to the guidance program.
- Assist the principal with the measurement of scholastic achievement, abilities, aptitudes, and interests as needed.
- Interpret test results to students in both group and individual conferences in grades 7-12.
- Counsel with students concerning their abilities, achievements, interest aptitudes, school and personal problems, and future plans.
- Consult with parents and make home visits if deemed appropriate.
- Assist in the identification and grouping of students in accordance with their talents and abilities as deemed necessary.
- Develop and maintain a cooperative relationship with parents.
- Provide leadership during parent, administrator, teacher and student conferences.
- Counsel with teachers on professional problems related to the guidance area.

- Develop and maintain a cooperative relationship between the guidance department and other members of the professional staff.
- Cooperate with local, state, and federal agencies and organizations, both public and private, which offer educational and vocational programs, employment, for assistance to students.
- Participate in the continuous development and evolution of the guidance program on a system-wide basis.
- Participate in building consultant team meetings, M-team meetings, and aid in writing I.E.P.'s when requested by the case manager.
- Refer students with unique needs to proper agency, i.e. family counseling, etc.
- Pre-K counselor will participate in pre-school counseling program on an as needed basis determined by the administrator.
- Accept other school-related responsibilities as assigned by the Principal.
- Meet with truant students according to state and county policy and deal with attendance concerns as may be needed.
- Write letters and make telephone calls to parents expressing concern or praise about attendance, achievement, and other accomplishments.
- Inform students of the guidance services available to them.
- Collect and organize information on the needs and problems of students as a basis for guidance and counseling activities.
- Maintain a library collection of materials on vocations, careers, schools, and colleges (grades 9-12).
- Provide an opportunity for students to learn about colleges and their requirements.
- Provide an opportunity for students to meet with college and other post-secondary school representatives in grades 7-12.
- Provide opportunity for students to learn about post-graduate, non-college training programs, including military in grades 6-12.
- Participate in developing a career education program at building level; provision of opportunities for students to meet with persons actually employed in various aspects of that occupation.
- Participate in programs of school-community relations.
- Provide leadership in inservice training opportunities for teachers in areas related to the guidance program and its evaluation and improvement.
- Develop a cooperative relationship with school-to-work coordinator(s) and foster a work-study program (grades 9-12)
- Maintain a central filing area for reference materials used by guidance counselors in grades 7-12.
- Make out programs of study for new enrollees and assist in the development of schedules in grades 7-12.
- Assist with scheduling and placing students into classes and courses in grades 7-12.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building principal.