

235 - GUIDANCE COUNSELOR JOB DESCRIPTION

The primary function of the school Guidance Counselor is to provide a comprehensive competency-based counseling program focused on the learning, personal/social and career/vocational needs of all students.

QUALIFICATIONS:

Possess a Master Degree in Guidance and/or School Counseling; a current license for position as required by the Department of Public Instruction; and a minimum of three years of teaching, counseling, or other experience working with children similar in age to the position hired

REPORTS TO:

Building Principal and District Administrator

PERFORMANCE RESPONSIBILITIES:

- Adhere to and support Board policy, school guidelines, administrative rules and directives
- Make him/herself available to all students seeking guidance and counseling services
- Advocate on behalf of the student and/or his/her family; take all necessary and reasonable precautions to protect students
- Facilitate outreach efforts to provide services to students, parents/guardians and staff
- Connect students, parents/guardians and staff with specialized referral agencies
- Understand, evaluate, and interpret academic performance data.
- Interpret information about students to the student, their parents/guardians, and staff
- Implement individual and group counseling methods that are appropriate
- Conduct career and educational planning activities
- Participate in in-service activities promoted by the District
- Submit required reports promptly and accurately
- Perform other duties as assigned by Building Principal or District Administrator

ELEMENTARY SCHOOL COUNSELOR PERFORMANCE RESPONSIBILITIES:

- Serve as the School Assessment Coordinator (SAC) and assist the District Assessment Coordinator (DAC) with the dissemination and collection of all testing materials
- Submit Non-discrimination Report

JUNIOR/SENIOR HIGH SCHOOL COUNSELOR PERFORMANCE RESPONSIBILITIES:

- Schedule students in appropriate courses
- Consult with students, parents/guardians and staff to assist students with academic/career planning

- Meet individually with every 8-12th grade student and develop a career plan
- Assist students with scholarship, college entrance, and financial aid applications
- Serve as the School to Work, Education for Employment, Tech-Prep and District Assessment Coordinator (DAC)
- Schedule and coordinate the Wisconsin Forward Exam as well as the ACT, PSAT, SAT, ASVAB, etc.
- Facilitate the Carl Perkins grant application process
- Compile and submit data for the Course Offering Report

Legal Ref: Section 118.19 Wisconsin Statutes Section 121.02(1) (a) & (q) Wisconsin Statutes PI 3 & PI 34 Wisconsin Administrative Code PI 8.01(2) (q) Wisconsin Administrative Code Americans with Disabilities Act of 1990

Approved: December 19, 2007

Revised: July 20, 2016