

SERIES 500 – PERSONNEL

Professional Staff Policies – 530

Job Description of the 7 - 12 School Counselor (531.3)

BASIC FUNCTION

The School Counselor is responsible for a planned guidance program for grades 7-12. This program is to be an integral part of the total educational program. The purpose is to meet the academic, career and personal/social needs to all students. It is the job of the school counselor to help all students see who they are and to help them see their possibilities as to whom they can become and how they can contribute to society.

The School Counselor conducts developmental guidance with students in grades 7 and 8; activities include coping skills, social skills, career awareness, decision-making, school success, and leadership projects. The School Counselor acts as a lead for the state initiative Academic & Career Planning and prepares students in grades 7-12 for College and Career Readiness.

QUALIFICATIONS

- Current DPI license as a School Counselor.
- Minimum of a Master's degree from an accredited college or university.

REPORTS TO: Jr/Sr High School Principal

EVAULATION: Yearly by the Jr/Sr High School Principal

SPECIFIC RESPONSIBILITES

- Crisis intervention, traumatic events family crisis, safety, suicidal ideation.
- Provide social, emotional, behavioral counseling and assessment for students.
- Abuse and neglect referrals (physical, sexual and emotional).
- Communication / contact with parents and guardians.
- Coordinates Academic & Career Planning Activities for students in grades 7-12
- Small group counseling.
- Has an understanding and knowledge in Response to Intervention (RtI) and Positive Behavioral Interventions and Supports (PBIS).
- Orientation and transition services for grades 6, 8 and 12.

- Provides information for daily announcements and weekly newsletters for students and parents; as well as updates information on the Brookwood School Counseling Facebook page
- Teen pregnancy prevention.
- Grades 8 and 11 high school and post-secondary conferencing with parents
- Start College Now / Early College Credit Programs
- Develops the Master Schedule.
- Schedules students in grades 7-12 for school year courses
- Individual career counseling with grades 9 and 12.
- Organize and bring students in grades 11 to yearly education fair and campus visits
- Collaborate and network with other area counselors to organize group campus visits for students in grades 11 and 12
- At-Risk identification of students.
- Classroom guidance with grades 7 and 8
- Advisor for National Honors Society.
- Assist with State Testing administration.
- Schedule ASVAB and ACCUPLACER tests
- Up-date and maintain accuracy of transcripts and class rankings.
- Helps organize Awards / Scholarship Night.
- Monitor student records and academic progress.
- Ensure GED, credit recovery, and Start College Now / Early College Credit Program students successfully complete their programs including that all deadlines are met.
- Check all credit requirements for graduating seniors.

Adopted: July 16, 2018