

POSITION DESCRIPTION

Two Rivers Supervisory Union

Position Title: Guidance Counselor

Reports to: School Principal

Position Type: Exempt

Work Year: Per Contract

Salary: Per Contract

PURPOSE:

To serve as an advocate for children. To provide children with information and skills to meet their needs. To offer support to staff and parents.

QUALIFICATIONS:

1. Master's Degree with a Major in Guidance.
2. A valid State Certificate to practice as a school counselor.
3. Demonstrated experience working with individual and groups of children.
4. Demonstrated leadership skills in program implementation and advocacy for children.
5. Such alternatives to the above qualifications as the Board or administration may find appropriate and acceptable.

REPORTS TO:

Building Principal

PERFORMANCE RESPONSIBILITIES:

I. The School Counselor shall serve as a consultant in order to provide professional expertise to assist faculty, staff, administrators, parents, and other community members to understand the interaction of individual behavior and human relationships. The counselor actively seeks, assembles, interprets relevant information to these persons concerning the development and needs of students.

The counselor will:

- a. Arrange meetings with other school personnel regarding an individual child.
- b. Schedule and conduct conferences with students, parents, and/or school staff members.
- c. Conduct student and parent interviews.
- d. Make home visits as needed.
- e. Organize and/or participate in orientation programs for parents and for students.
- f. Conduct parent study groups.
- g. Interpret test data and special reports.
- h. Disseminate information to staff and parents as appropriate
- i. Contact and coordinate with other community agencies.
- j. Participate in committee work.
- k. Attend faculty meetings.
- l. Make classroom observations, provide follow-up and consultation.

II. The school counselor shall serve as a coordinator in bringing together people and resources in the school and the community for the fullest academic and personal development of the students.

The counselor will:

- a. Identify, develop and circulate pertinent information on resources.
- b. Develop and use referral systems.

- c. Establish a variety of activities to encourage parent involvement.
- d. Participate in class placement decisions.
- e. Participate in testing activities as needed.

III. The school counselor shall provide counseling services to individuals and groups for the purpose of assisting in the development of the counselee as a total person.

The counselor will:

- a. Provide short-term individual or small group counseling.
- b. Organize peer advising and tutoring.
- c. Lead staff and parent discussions around guidance issues.
- d. Institute classroom meetings cooperatively with teachers.
- e. Assist with development of student contracts.

IV. The guidance counselor will support the principal in establishing the process and procedures for planning, implementing and evaluating a comprehensive program of guidance services.

The counselor will:

- a. Provide annual budget recommendations.
- b. Pursue grant resources.
- c. Convene task forces for program development.
- d. Prepare an annual report.

V. The guidance counselor will undertake any other tasks as assigned by administration.

TERMS OF EMPLOYMENT:

Contract, salary and benefits as prescribed by District School Board of Directors.

EVALAUTION

The Principal or their designee will evaluate the position according to the District evaluation process.

Note: This job description will serve as the conceptual basis for the position's performance expectations. Specific items may be deleted and priorities set for the position through conferencing with the supervisor as part of the evaluation process.