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## POSITION DESCRIPTION

Independent School District No. 284  
Wayzata, Minnesota 55391

This Position Description was developed in August 2006

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- I. Title Position: **Guidance Counselor - Secondary**  
Unit: Wayzata Education Association
- II. Reporting Relationship:  
The Secondary Guidance Counselor reports to the Building Principal and/or District Administrator and is responsible to that person for the proper interpretation and performance of the duties and responsibilities of the position.
- III. Basic Function of the Position:  
The Secondary Guidance Counselor works with a broad continuum of students to help develop social, emotional and educational plans that best meet individual learner needs. The counselor supports students through individual guidance and counseling, consults with parents and staff, and serves as member of committees within the school community. The position includes student supervisor duties.
- IV. Duties and Responsibilities of the Position:
- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposely, confidently and independently within the position authority and responsibility parameters.
  - B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
  - C. Develops and sustains integrated working relationships with other District specialists e.g. Psychologist, Social Worker, Nurse, Special Services staff, etc. that contribute to the provision of effective and coordinated student services.
  - D. Provides orientation and transitional services to incoming students designed to increase their chances for success and achievement.
  - E. Assists students with registration, course selection and modification of individual programs.
  - F. Schedules and facilitates conferences among parents, guardians, students, teachers and administrators.
  - G. Coordinates and interprets group and individual assessments of scholastic aptitude, achievement, vocational interests and other measurements.
  - H. Assists students in their exploration of career interests and opportunities
  - I. Maintains, secures and interprets student cumulative records.
  - J. Confers with students, parents, guardians and staff regarding educational planning, career development and personal/social growth.
  - K. Intervenes in problematic student behaviors at the earliest stages possible and contributes to the District's development of preventative strategies intended to help address and alleviate such behaviors.
  - L. Contributes to various District or site teams focused on educational interventions, chemical assessments, crisis response, age-appropriate curriculum and special services.
  - M. Provides relevant information and consultations to students, parents, guardians and interested programs and interested programs and referral agencies.
  - N. Contributes to the ongoing review, improvement and refinement of District assessment and evaluations practices.
  - O. Keeps current in the profession through continued reading, seminars, conventions, appropriate professional memberships and ongoing collaboration with professional colleagues inside and outside the District.
- V. Supervisory Responsibilities:  
May give work direction to secretaries and/or paraprofessionals.

- VI. Education and/or Experience:  
BA or BS Degree required. Qualified candidates will demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds. Training and experience in the areas of adolescent development including personal/social issue, behavior, educational development and career development are important.
- VII. Certificates, Licenses and Registrations:  
Master's degree in secondary school counseling and appropriate licensure by the State of Minnesota.
- VIII. Language Skills:  
Effectively communicate with students, staff, administrators, parents and the community.
- IX. Mathematical Skills:  
Demonstrate ability to apply appropriate math skills in performing daily routines.
- X. Reasoning Ability:  
Know, interpret and follow school policy. Apply common sense understanding to carry out instructions. Diffuse difficult situations.
- XI. Other Skills and Abilities:  
Skills and knowledge in the areas of academic planning, personal goal setting, post-secondary options, post high school opportunities, family systems/change and crisis intervention; group counseling, awareness of 504's, MCA testing and curriculum standards. Must have strong skills in interpersonal, written and oral communication; the ability to work as part of a multi-disciplinary team; and willingness to work flexible hours during the school year as well as 15 days during the summer. Prior successful school counseling experience is highly preferred.
- XII. Physical Demands:  
Perform multiple tasks. Ability to lift up to 35 pounds.
- XIII. Work Environment:  
Work is typically performed in an inside, temperature controlled environment.