



**POSITION DESCRIPTION  
BROOKLYN CENTER COMMUNITY SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Guidance Counselor	<b>FLSA Status:</b> Exempt
<b>Immediate Supervisor's Position Title:</b> Principal	<b>Bargaining Unit/ Work Group:</b> Teacher
<b>Job Summary:</b> Performs intermediate professional work counseling students, providing guidance concerning attendance, enrollment, academics, scheduling, college and career opportunities, providing counseling relating to interpersonal, personal and family occurrences and related work as apparent or assigned. Work is performed under the general direction of the Principal.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This list is representative of, but is not a comprehensive listing of all functions and duties performed. Employees are required to be in attendance and prepared to begin work on the specified days and hours. Factors such as regular attendance are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

<p>Performs guidance counseling services to students enrolled in school system.</p> <p>Counsels students individually and in small groups for specifically identified needs as endorsed by recognized guidance curriculum.</p> <p>Counsels students in the solution of personal problems, explores possible interventions and strategies on matters such as physical, mental or substance abuse, rape, pregnancy or suicide.</p> <p>Initiates, assembles and maintains accurate cumulative records and transcript records for students and protects their confidentiality; verifies credits earned and evaluates transcripts for post-secondary education requirements.</p> <p>Advises students on subject selection; assists with organization administration and standardized testing; interprets test results for students, parents and administrators.</p> <p>Manages student registration processes; registers students and provides orientation regarding procedures and expectations; creates and adjusts student class schedules.</p> <p>Navigates internships and career exploration for students.</p> <p>Provides data regarding college, employment and other alternatives.</p> <p>Assists students with college application processes, including writing recommendations, applying for scholarships and financial aid.</p> <p>Provides career counseling for life after high school.</p> <p>Attends meetings and training sessions as required.</p> <p>Other duties as assigned.</p>
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**SECTION III: QUALIFICATIONS AND REQUIREMENTS**

<b>EDUCATION/ KNOWLEDGE REQUIREMENT:</b> Minimum education required to perform adequately in the position could reasonably be obtained only by completing the following	
<b>Required Education/ Training</b> (Choose one)	<b>Degree Information:</b> <b>Type of Degree: (B.A., M.A., etc.)</b> B.A.
<input type="checkbox"/> <b>Less than high school diploma</b>	<b>Major field of study or degree emphasis:</b> School Counseling, Sociology, Psychology or related field.
<input type="checkbox"/> <b>High school diploma or GED</b>	
<input type="checkbox"/> <b>1 year college</b> <input type="checkbox"/> <b>2 years college</b>	
<input type="checkbox"/> <b>3 years college</b> <input checked="" type="checkbox"/> <b>4 years college</b>	
<input type="checkbox"/> <b>1st year graduate level</b>	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Thorough knowledge of school guidance counseling principles, practices and procedures;</li> <li>• General knowledge of community agencies available to serve and assist students;</li> <li>• Thorough knowledge of casework methods and procedures;</li> <li>▪ General knowledge of elementary, secondary or special education principles, practices and procedures;</li> <li>▪ Thorough knowledge of school and district rules, regulations and procedures;</li> <li>▪ Good judgment and decision making</li> </ul>
<input type="checkbox"/> <b>2nd year graduate level</b>	
<input type="checkbox"/> <b>Doctorate level</b>	
<b>Required Work Experience in Addition to Formal Education/ Training:</b> Previous experience working with diverse populations and urban school settings preferred.	
<b>Required Supervisory Experience:</b> N/A	
<b>LICENSE/ CERTIFICATION</b>	Bachelor's degree with coursework in school counseling, sociology, psychology, or related field and considerable experience working with adolescents, or equivalent combination of education and experience. Must hold a valid Minnesota K-12 School Counselor License.

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	Ability to conduct interviews and guidance sessions effectively and to analyze attitudes and problems objectively; Ability to counsel students and parents on sensitive problems and to communicate ideas clearly and concisely, both orally and in written form; ; ability to establish and maintain effective working relationships with staff, students, parents and the general community; Ability to relate and communicate effectively with people of different cultural, ethnic, and socio-economic background; Demonstrated success working effectively in a diverse, collaborative team environment, with skills in promoting cultural inclusiveness.
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>	
Titles of Positions Directly Supervised	# of Employees
<b>TOTAL</b>	

<b>INDIRECT SUPERVISION: Education Assistants</b>	
Number of employees indirectly supervised:	<b>Total: Varies</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> The essential duties of the work are performed under various physical hazards or environmental conditions noted.	Work is primarily performed in a typical classroom setting and is exposed to a minimum of environmental conditions.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/ responsibilities</b>				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Walk</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Sit</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Use hands dexterously (use fingers to handle, feel)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Reach with hands and arms</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climb or balance</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stoop/ crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or Smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical (Lift & Carry): up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 75 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/ responsibilities**

**Physical requirements associated with the position can best be summarized as follows:**

Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to bodily fluids; may be required to wear a face mask and other personal protective equipment during a pandemic outbreak; work is generally in a moderately noisy location (e.g. business office, light traffic).

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Signature – Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

Classification History: