

## SECONDARY COUNSELOR

### General Definition of Work

The Counselor is responsible for assisting students to help develop social, emotional and educational plans that best meet individual learner needs. The counselor supports students through individual guidance and counseling, and consults with parents and staff.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

#### Student Academic Planning and Support

- Assist students in developing and monitoring academic plans that support graduation and postsecondary goals.
- Guide students in course selection and registration processes.
- Monitor student progress toward graduation requirements.
- Analyze student achievement data and collaborate with staff to identify interventions and supports.
- Assist students in developing organizational, study, and self-advocacy skills.
- Coordinate and support credit recovery, alternative learning opportunities, and graduation planning.

#### Social-Emotional Development

- Provide short-term individual and group counseling related to academic, social, emotional, behavioral, and personal concerns.
- Support students experiencing crises and coordinate appropriate interventions.
- Assist students in developing conflict-resolution, decision-making, and interpersonal skills.
- Facilitate referrals to school and community support services when appropriate.
- Participate in multidisciplinary teams addressing student needs, including attendance, behavior, mental health, and academic concerns.
- Support initiatives that promote positive school climate, student wellness, and belonging.

#### College, Career, and Postsecondary Readiness

- Assist students and families with college, career, military, apprenticeship, and workforce planning.
- Coordinate college and career exploration activities.
- Provide information regarding scholarships, financial aid, admissions requirements, and postsecondary opportunities.
- Coordinate visits from college representatives, military recruiters, and career speakers.
- Assist students with career assessments and career pathway planning.
- Support students through the college application, scholarship, and financial aid processes.

#### Consultation and Collaboration

- Collaborate with teachers, administrators, families, and support staff to address student needs and improve student outcomes.
- Consult with teachers regarding classroom dynamics, student behavior, and learning concerns.
- Participate in problem-solving teams, student support teams, and special education planning meetings.

- Facilitate communication among students, families, school personnel, and outside agencies.
- Assist with student transitions into, within, and beyond the school district.

### **Program Coordination and Leadership**

- Assist in the development, implementation, and evaluation of a comprehensive school counseling program aligned with district goals and professional standards.
- Use data to assess program effectiveness and identify areas for improvement.
- Coordinate student orientation, registration, and transition activities.
- Support attendance improvement initiatives and dropout prevention efforts.
- Assist in the development and implementation of student support systems within the district's Multi-Tiered System of Supports (MTSS).

### **District Assessment Coordinator Responsibilities**

- Serve as the District Assessment Coordinator (DAC) for all state and federally required assessments.
- Ensure district compliance with Minnesota Department of Education assessment requirements.
- Coordinate scheduling, administration, security, and reporting of district assessments.
- Train and support testing coordinators, administrators, and staff regarding assessment procedures and protocols.
- Maintain testing security and confidentiality in accordance with state and federal regulations.
- Coordinate accommodations and accessibility support for eligible students.
- Monitor assessment participation and completion rates.
- Analyze and communicate assessment results to district and building leadership teams.
- Maintain required assessment documentation and records.
- Serve as the district liaison to the Minnesota Department of Education regarding assessment matters.

### **Other Duties**

- Maintain accurate and confidential student records in accordance with state and federal laws.
- Participate in professional development activities.
- Serve on district and building committees as assigned.
- Perform other duties as assigned by the principal or superintendent that support the effective operation of the school district.

### **Knowledge, Skills and Abilities**

Thorough knowledge content of specialty area; thorough knowledge of appropriate level education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school district operations, regulations and procedures; ability to understand developmental appropriateness of materials and behavior; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to operate a personal computer and equipment related to classroom instruction; ability to establish and maintain effective working relationships with other staff, students and parents.

### **Education and Experience**

Master's Degree in School Counseling.

Valid Minnesota School Counselor License.

Knowledge of counseling theory, adolescent development, college and career readiness practices, and social-emotional learning.

Knowledge of state and federal assessment requirements and data management practices.

Strong organizational, communication, collaboration, and interpersonal skills.

Ability to maintain confidentiality and exercise sound professional judgment.

Demonstrated proficiency with technology, student information systems, assessment platforms, and productivity software.  
Ability to analyze and interpret student achievement and assessment data.

### **Preferred Qualifications**

Experience working at the secondary level.  
Experience coordinating state assessments or serving in a testing leadership role.  
Training or experience in crisis response, mental health supports, MTSS, or restorative practices.  
Knowledge of college admissions, financial aid, and career planning processes.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing and speaking or hearing, frequently requires walking, sitting, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; 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, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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