

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Counselor</i>	Department: Building
Reports to: <i>Building Principal</i>	FLSA Status: <i>Exempt</i>
Band/Grade/Subgrade: <i>C-5-2</i>	Bargaining/Work Unit: <i>CEA</i>
	Position Last Update:

SECTION II: JOB SUMMARY

This position would work with 9-12 grade students that need academic, social and emotional support. The position will include: facilitate support groups, study strategies, time management/organization, new student group, and implement interventions for struggling students. Position would coordinate academic interventions between teachers and students. Counselor must exhibit ability to manage and track multiple students' academic progress and needs, act as a liaison between EL department, teachers, Deans, and School Counselors. This position will require attention to detail, knowledge of google docs, and the ability to collaborate with multiple staff in the building.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:		<i>Provide academic guidance.</i>

Tasks involved in fulfilling above duty/responsibility:

- Assist students in choosing appropriate classes
- Track graduation requirements and credits
- Address student progress/problems in classes
- Change schedules to monitor and modify progress
- Advise students on appropriate testing for post high school education
- Assist students interested in applying for scholarships
- Arrange for appointments with college and military representatives
- Work with teachers on behalf of students experiencing difficulty in class
- Interpret academic and career assessment results
- Develop and monitor 504 plans
- Coordinate with other district counselors, students, and parents to develop and maintain four year graduation plans.
- Document and communicate academic progress with students and parents.
- Knowledge of, implementation and adherence to the district's developmental guidance curriculum

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:		<i>Assist students with personal concerns</i>

Tasks involved in fulfilling above duty/responsibility:

- Serve as an advocate by placing student needs at the center of the relationship
- Counsel students who need help with personal problems
- Meet with students/parents about personal and family concerns
- Make appropriate referrals for educational or remedial screenings
- Write letters of recommendation for scholarship, college admission, or other special opportunities
- Meet with teachers to articulate student/family needs and concerns
- Attend weekly student assistance team meetings to identify at risk students and to plan strategies to help
- Act as liaison between outside resources and the school and family

Duty/Responsibility No:	3	Statement of duty/responsibility:
Percent of Time:		<i>Promote career awareness</i>

Tasks involved in fulfilling above duty/responsibility:

- Individual meetings with students to explore interest areas and goals
- Work in classrooms with teachers in career development and guidance activities
- Arrange a computer search to provide information on careers and post-secondary schools
- Provide career and post-secondary counseling
- Provide parent meetings on post-secondary planning and financial aid
- Administer a career assessment inventory for juniors and seniors
- Oversee the Career Resource Center
- Provide testing opportunities

Duty/Responsibility No:	4	Statement of duty/responsibility:
Percent of Time:		<i>Enforce discipline policy</i>

Tasks involved in fulfilling above duty/responsibility:

- Interpret and reinforce the information in the Rights and Responsibilities student handbook
- Meet with students who violate school rules
- Hold conferences with students and parents regarding violations
- Contact social services or police as necessary
- Monitor student attendance
- Meet with students and staff members
- Monitor student behavior
- React and assist in crisis and discipline situations

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Organizational skills
- Planning skills
- Listening skills
- Meeting facilitation skills
- Strong written and oral communication skills
- Regular attendance
- Personal dependability
- Knowledge of graduation requirements
- Confidentiality
- Demonstrated ability to work with public
- Computer literacy; PC, Windows, E-mail
- Attention to detail
- Ability to prioritize tasks
- Effecting problem-solving, human relations, and interpersonal skills
- A commitment to continued learning and personal growth
- Future planning skills
- Ability to be a team player
- Friendly, professional manner
- Patience and understanding
- Knowledge of data privacy policy
- Ability to work with local authorities
- Ability to make appropriate decisions

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Valid State of Minnesota licensure in Secondary Guidance and Counseling

SECTION VI: EXPERIENCE REQUIREMENTS

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Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.