

POSITION TITLE:

Middle School Guidance Counselor

REPORTS TO: Building Principal

BASIC RESPONSIBILITIES:

DEPARTMENT GOAL: To provide all students with a planned and sequential school counseling program that will prepare them to develop the skills in order to achieve success in school, live successful and rewarding lives and develop into contributing members of our society.

QUALIFICATIONS:

Education Required:

Masters degree in Counseling and Guidance from an accredited program with licensure as a MN School Counselor (K-12, 9-12 or Middle School)

Education Preferred:

Advanced training in guidance curriculum, responsive services, individual student planning and system support.

Skills Required:

Verbal and written communication skills, time management, organizational, and student supervision skills

Skills Preferred:

Crisis intervention skills, mediation skills

Experience Required:

Experience Preferred:

MN state testing requirements, administration and interpretation
Previous experience as a School Counselor

POSITION TITLE:

Middle School Guidance Counselor

DUTIES:

DEPARTMENT GOAL: To provide all students with a planned and sequential school counseling program that will prepare them to develop the skills in order to achieve success in school, live successful and rewarding lives and develop into contributing members of our society.

1. Plan and implement guidance activities for groups and individuals designed to help students develop attitudes, knowledge and skills to be successful in school
2. Reviews and implements research and best practice methods to student social skills and behavior.
3. Assist students in acquiring skills to investigate the world of work in relation to knowledge of self and to make informed career and educational decisions
4. Guide students to understanding the relationship between personal qualities, education, training and the world of work
5. Provide counseling and referral services to students and families to assist in the acquisition of attitudes, knowledge and interpersonal skills to help them understand and respect self and others
6. Guide students in making good decisions, setting goals and taking action to achieve goals
7. Monitor student performance and behavior and progress towards and achievement of graduation
8. Serve as a resource for system support to other school staff members and community agencies
9. Participates in various building and district committees.
10. May serves as building testing/assessment facilitator
11. Other duties as assigned.