

**INDEPENDENT SCHOOL DISTRICT NO. 319  
NASHWAUK-KEEWATIN PUBLIC SCHOOLS**

**Adopted: August 21, 2023**

**Job Title:** K-12 School Counselor

**Supervisor:** Building Principal

**Salary/Pay:** As determined by the Master Agreement

**Purpose:** The school counselor is a professional educator with a mental health perspective who understands and responds to the challenges presented by today's diverse student population. The school counselor does not work in isolation, but rather works within the total education program. The school counselor aligns and works with the school's mission to educate the students to become responsible citizens and lifelong learners. This mission is accomplished through the design, development, implementation, and evaluation of a comprehensive, developmental, and systematic school counseling program. The three domains in which the school counselor works include academic, career, and person/social. These services are delivered through classroom guidance, individual student planning, responsive services, and system support.

**Essential Duties and Responsibilities**

Academic

1. Scheduling
  - a. Facilitate registration process for grades 7-12
  - b. Create Master Schedule in collaboration with Administration using Infinite Campus Scheduling Board
  - c. Approve schedule changes
2. Identify and respond to students struggling academically
3. 504 Plan Coordinator
4. Online Courses Coordinator
5. Enroll new students throughout the year
  - a. New student orientation
  - b. Determine class schedule
  - c. Calculate transfer credits
  - d. Communicate with teachers
  - e. 7th grade orientation
  - f. Course selection, tours, and information orientation
6. Monitor student graduation requirements
  - a. Credit Standings
  - b. MCA and other required assessments
  - c. Conduct credit check interviews with all 10-12th grade students
7. Keep a current list of students with credit/course. Update at semester.
8. Ongoing review of student grades at quarter
9. Qualify students for graduation
10. NCAA registration coordinator
11. District Testing Coordinator

- a. ACT: inform, assist in registration, preparation, results, and interpretation
  - b. MCA: maintain test security, train all staff, set up and organize testing materials and testing sessions
  - c. ASVAB: organize through military personnel
12. Assist staff in understanding of MN graduation requirements and graduation standards
13. Inform and refer to special educational programs as necessary
- a. ALP
  - b. After school credit recovery coordinator
  - c. Summer School Coordinator
  - d. College in the Schools Coordinator
  - e. PSEO
    - i. Coordinating for students to take Accuplacer Test
    - ii. Notify students of PSEO opportunities and eligibility requirements
  - f. Concurrent enrollment-college courses and online courses

#### Career

- 1. Career awareness and exploration with student through individual interactions
- 2. Coordinate college and military representative visits
- 3. Assist students with college applications
  - a. Answer questions/proofread, provide deadline reminders
  - b. Provide transcripts and testing information
  - c. Write recommendations
- 4. Organize and distribute information regarding scholarships and financial aid
- 5. Coordinate MN Boys State and MN Girls State
- 6. Coordinate local scholarships and Awards Day
- 7. Interest Surveys and Career Fields and Exploration
- 8. College and Career Readiness
- 9. Help students schedule job shadows and college visits
- 10. Individual and ongoing meetings with seniors
  - a. Post-Secondary Plans
  - b. Financial Aid
  - c. Credit Checks

#### Personal/Social Development

- 1. Individual/Group counseling
  - a. Peer relationship issues, including mediation and conflict-resolution
  - b. Family relationships
  - c. Decision-making skills
  - d. Self-esteem and self-concept
  - e. Substance use and abuse
  - f. Academic difficulties
  - g. Physical or emotional abuse or neglect
  - h. Bullying and harassment
  - i. Depression, suicidal thoughts and self-injurious behavior
  - j. Pregnancy
  - k. Violence
  - l. Eating Disorders

- m. Mental Health Concerns
  - n. Other behavioral concerns that impact academics or social relationships
2. Serve as “alternative room” for students when they need a place to cool down
  3. Parent and teacher referrals for students
  4. Refer students and parents to outside agencies as appropriate
  5. Mandated reporting
  6. K-12 counseling
  7. Communicated with parents regarding student concerns

#### Professional Development and School Activities and Committees

1. Attend job appropriate workshops regularly
2. MN School Counselors Association
3. MTSS team
4. WBWF committee
5. Leadership Team
6. PBIS/Anti-Bullying Committee
7. Child Study Team

#### Public Relations and Communication

1. Junior Parent Night
2. Seniors and Parents Financial Aid Night
3. Current counselor website with a variety of information regarding counseling programs

#### **Qualifications**

- Valid MN School Counselor license

#### **Personal Characteristics**

- Flexible
- Collaborative
- Committed
- Detail-Oriented
- Emotionally Competent
- Friendly
- Hard Working
- Organized
- Prepared
- Productive
- Responsible
- Trustworthy