



## Job Description

Job Title: Professional School Counselor  
Department: Elementary, Middle, School, and/or High School  
Reports To: Principal (Building)  
FLSA Status: Exempt

### **General Statement of Duties**

The Elementary/Middle School Counselor supports the academic, social-emotional, and career development of all students through a comprehensive school counseling program. The counselor works collaboratively with students, families, teachers, and staff to promote student success, well-being, and a positive school climate.

### **Essential Duties and Responsibilities**

#### **1. Direct Student Services**

- Provide individual and small group counseling to address academic, social-emotional, and behavioral needs
- Deliver classroom guidance lessons aligned with developmental standards
- Support students in developing coping skills, problem-solving abilities, and positive peer relationships
- Assist students with goal setting and academic planning

#### **2. Indirect Student Services**

- Consult and collaborate with teachers, administrators, and families to support student success
- Coordinate interventions and support plans for at-risk students
- Refer students and families to outside agencies and community resources when appropriate
- Participate in multidisciplinary team meetings (e.g., MTSS, 504, IEP as appropriate)

#### **3. Program Planning and Implementation**

- Develop, implement, and evaluate a comprehensive school counseling program aligned with ASCA standards
- Use data to identify student needs and guide program decisions
- Maintain accurate and confidential student records
- Support school-wide initiatives that promote a positive and inclusive school climate

#### **4. Crisis Response and Prevention**

- Provide crisis intervention and support for students experiencing trauma, grief, or emotional distress
- Assist in developing and implementing school safety and crisis response plans
- Identify and report concerns related to student safety in accordance with state laws and school policies

#### **5. Career and Academic Development**

- Introduce career awareness and exploration activities appropriate for elementary/middle school students

- Support transitions (e.g., elementary to middle school, middle to high school)
- Assist students in developing organizational and study skills

### **Minimum Qualifications**

- Master's degree in School Counseling or related field
- Valid state certification/licensure as a School Counselor
- Knowledge of child and adolescent development
- Strong interpersonal, communication, and organizational skills
- Ability to maintain confidentiality and demonstrate ethical behavior

### **Preferred Qualifications**

- Experience working in a school setting
- Familiarity with MTSS, PBIS, and trauma-informed practices
- Experience with data-driven counseling programs

### **Skills and Abilities**

- Ability to work well with students, public entities, educational professionals, etc.
- Work under pressure to meet tight time schedules and deadlines, and handle significant problems and tasks, which come up simultaneously or unexpectedly.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the organization.
- Ability to use math and computer skills.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **Certificates, Licenses, Examinations**

- Valid South Dakota Teacher Certification with school counselor authorization.
- Successful completion of written tests and/or verbal interviews.
- Evidence that a criminal record history check and required physical examination have been conducted in accordance with South Dakota Codified Law.
- Other such examinations as deemed necessary by district.

### **Physical Demands and Environmental Conditions**

The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Working Conditions:**

- School environment with frequent interaction with students, staff, and families
- Occasional evening events (e.g., family nights, conferences)
- Ability to respond to crisis situations in a calm and professional manner

**Physical Requirements:**

- Ability to sit, stand, and move throughout the school building
- Ability to engage in active supervision and student interaction

**Performance Evaluation**

Performance of this position will be evaluated by the supervisor in accordance with the provisions of School Board Policy GCNA\*.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**