

SCHOOL COUNSELOR



Department:	Special Education
Reports To:	Director of Special Education/Principal/Administrator of Educational Learning Centers
Group/FLSA Status:	Certified Staff (CSA) / Exempt (Professional)
Revised:	2/14/2018

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The School Counselor is responsible for individual student counseling and group guidance functions by encouraging students to obtain the optimum in education, vocational, and personal development.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Provides confidential short-term counseling to children that have emotional, social personal or family issues that are interfering with achievement with achievement or personal well-being;
- Works with school personnel and other agencies as an advocate of child/family and promotes better understanding of the child's educational and personal needs;
- Collaborates with children, parents, teachers, County Case Managers and other professionals to provide consistent intervention for children and works as a school liaison between the school and outside agencies on behalf of the school and/or child/family;
- Participates in conferences and staffings with parents, teachers, administrators, area professionals and children;
- Maintains appropriate documentation of child/family involvement;
- Adheres to all due process procedures and compliance requirements;
- Assists students with academic planning and provide them with post-secondary and future career planning information;
- Coordinates services and/or implements a consistent program between the school, home, community and other agencies;
- Participates in IEP Meetings for students in the program;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a School Counselor;
- General knowledge of crisis intervention;
- Ability to counsel individuals and groups;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Master's Degree.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Minnesota Licensure as School Counselor from Department of Education;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Director of Special Education/Principal/Administrator of Educational Learning Centers
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel may be required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is medium work requiring the exertion of over 60 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.