

SCHOOL DISTRICT OF BAYFIELD
SCHOOL COUNSELOR
(POSITION DESCRIPTION)

JOB GOAL:

The School Counselor will deliver a comprehensive counseling program to help students overcome problems that impede learning, and assist them in making educational, vocational, and life plans that hold promise for their personal fulfillment.

QUALIFICATIONS:

- Possession of a current license to practice as a professional School Counselor in the State of Wisconsin.
- Master's Degree in School Counseling.
- Preferred successful experience in a school counseling program and professional training in child/adolescent development/counseling, consultation/assessment, and factors influencing the learning process.
- Strong communication skills with the ability to communicate clearly and concisely, both orally and in writing.
- Ability to read, analyze and interpret professional periodicals and journals, technical procedures or governmental regulations.
- Specific knowledge in the areas of personality theory, counseling theory/practices, individual/group theory/practices, special/exceptional student programming, federal/state/local laws regarding school practices, and mental health/agency experience with children.
- Understanding of the psychosocial development of children and the influences of family, community and cultural differences as they interact with the educational process.

REPORTS TO: Director of Pupil Services and Building Principal(s)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Establishes, delivers and maintains an all-inclusive school counseling program in order to optimize the educational experience of district students.
 - Provides professional leadership as a role model and provides support, patience, friendly attitude, and general guidance that produce positive efforts by students.
 - Conducts classroom lessons in the areas of personal, social and career development.
 - Provides personal/social counseling to facilitate the adjustment of students to problems/situations, to learn successful problem-solving techniques, to modify attitudes and patterns of behavior.

- Provides group counseling for student social/emotional development, which supports academic growth.
- Provides educational and career counseling to students and their families by using appropriate school records, test scores, ability, achievement, aptitude and work experience, expressed feelings and ambitions to help in the selection of appropriate classes for the student's existing life goals; interprets post-high school opportunities and provides occupational information to students.
- Implements direct interventions and prevention programs.
- Assists in the administration and interpretation of standardized group tests.
- Evaluates the effectiveness of services and makes program modifications.

2. Provides service to families and district staff, supports the district community in general, and facilitates services between the school district, parents and community resources.

- Enhances the educational process for all students by providing skills, strategies, and training to support school staff and parents.
- Promotes parental involvement in the schools and assists families with the interpretation of school policies and procedures.
- Offers information to increase parent understanding, knowledge, and use of appropriate available resources and constructive participation in resolving child's needs.
- Consults with and provides referral resources to district families.
- Initiates referrals to community service providers, making available to the agencies a thorough summary of why the referral is needed, and acts as a liaison between the agency and the school.
- Collaborates and consults with district staff to gather information, to provide assessment information, and to coordinate plans to meet student needs.
- Consults with and provides referral resources to district staff.
- Assists with school, class or district plans during a crisis.

3. Effectively manages all accompanying responsibilities for the delivery of a successful district school counseling program.

- Maintains confidentiality of information.
- Responsible for mandatory reporting of information disclosed directly to counseling staff.
- Support school-wide initiatives to make schools safer and more effective while fostering tolerance, understanding and appreciation of diversity in the school community.
- Develops procedures for the accumulation of data, compilation of reports, and a system of reporting to ensure effective performance.
- Works closely with members of the pupil services staff and serves as a member of the Pupil Services Team.
- Serves in an advisory capacity to assist with district planning efforts.
- Maintains professional growth.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

LEGAL REF.: Sections 118.19 Wisconsin Statutes
118.21
121.02(1)(a)
PI 3, Wisconsin Administrative Code

APPROVED: June 8, 1992
REVISED: July 26, 2010