



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the High School Principal assists all high school students in the developmental processes in intellectual, social and personal growth and to assist high school students in making informed and individually appropriate social, educational and vocational choices.

Job Title:

High School Guidance Counselor

Revised Date:

11-13-17

Job Description: Guide High School students in educational and career choices.

PERSONAL/SOCIAL DOMAIN

Individual Counseling Issues (*Open door policy*)

- Address student/teacher conflicts
- Resolve student issues w/friends
- Respond and resolve bullying issues
- Counsel students during family crises
- Conduct student to student mediations

Student Services Team member

- Attend weekly SST meetings
- Facilitate meetings with parents
- Initiate interventions
- Collaborate with school & community resources
- Coordinate pre-referral intervention (Sped)
- Attend IEP and child study meetings

High School Truancy Officer

- Track attendance
- File truancy reports with the county
- Meet with parents and students
- Develop interventions
- Attend SARB meetings with county officers

Harassment Complaint Officer

- Emotional, physical, sexual complaints
- Investigate complaints
- Counseling with victim and perpetrator
- File and maintain documentation

Facilitate New Student Group

- Welcome new students
- Introduce students to physical site
- Promote school involvement
- Aid new students with transition into our school

High School Leadership Team Member

- Attend monthly meetings
- Address and resolve building issues
- Promote school-wide improvement efforts/develop and initiate high school improvement plan

ACADEMIC DOMAIN

Academic Testing - *Includes ordering tests, arranging tests sites, obtaining and training test proctors, setting up computer labs, shipping completed tests and utilize test results for placement.*

- GRAD Writing, grade 9 (2x year)
- MCA-II Reading, grade 10
- MCA-II Math, grade 11
- MCA GRAD Reading (minimum 5x year)
- MCA GRAD Math (minimum 3x year)
- MCA-II Science, grade 10
- MAP Reading, grades 9 and 10 (2x year/12 days)
- MAP Math, grades 9 and 10 (2x year/12 days)
- AP Psychology

- AP English Language
- AP Biology
- AP Calculus AB
- AP Calculus BC

Student Course Registrations

- Create registration guide (and forms)
- Conduct classroom presentations of registration process (spring, grades 8-11)
- Facilitate on-line registration process with students
- Attend TIES training yearly regarding technology updates
- Set up computers for registration process
- Arrange and conduct 8th grade tours of the high school
- Arrange and conduct Wright Technical speaker and tour for sophomores

Credit Status Evaluations

- Create and update transcripts
- Track all students progress toward graduation at the end of each semester
- Meet with students and parents who are at risk of not graduating
- Maintain electronic student records in TIES
- Guide students with college and career planning

Master Schedule

- Create master schedule
- Resolve schedule conflicts
- Balance sections based on student enrollment and requests
- Attend TIES training yearly regarding technology updates
- Meet with teachers to determine classes to be offered
- Complete schedule changes based on teacher recommendations or student requests

Student Enrollments

- Individually, meet with new students and parents
- Provide tour of school
- Connect student with a peer guide
- Request records from previous school
- Review & evaluate transfer credits
- Plan high school coursework
- Conduct ALP and summer school referrals and enrollments

Site MCCC Coordinator

- Create the Minnesota Common Course Catalog for the high school and the ALP
- Attend yearly training sessions
- Maintain and update yearly all course classifications
- Coordinate efforts between data warehouse vendor and MDE

| | | | |
|---|--------------------------------------|----------------------------------|---------------|
| Job Location: | Howard Lake MN | Company Industry: | Public School |
| Job Role: | Guidance Counselor | Employment Status: | Full-time |
| Employment Type: | Employee | Manages Others: | No |
| Band-Grade-Sub Grade: | D-6-2 | | |
| State Job Match Points: | 373 | | |
| Qualifications: | | | |
| * Valid Minnesota License | | * Excellent interpersonal skills | |
| * Ability to multi-task in fast-paced dynamic environment | | * Excellent computer skills | |
| * Excellent written and verbal skills | | * College and career planning | |
| Career Level: | Entry Level | Years of Experience: | [1-3 years] |
| Degree: | Master's Degree in School Counseling | | |
| Collective Bargaining Agreement – Teacher Union | | | |
| Approved By: Jason Mix | | Date Approved: 1/31/14 | |