

# Red Wing Public Schools Position Description

## School Counselor

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### General Information

Department:	Building Administration and Support
Unit:	Teachers
Immediate Supervisor:	Building Principal
Grade Placement:	19
FLSA Status:	Exempt

### Position Summary

The School Counselor is responsible for counseling students from diverse cultural, economic and ability backgrounds to assist them with academic planning, personal goal setting, post-secondary options and school opportunities, family systems/change and/or crisis intervention.

### Essential Duties and Responsibilities

1.	<p>Assists students in planning an education program that will fit their individual educational abilities and aptitudes.</p> <ul style="list-style-type: none"><li>a) Advises and recommends alternative options for students who are not on track for graduation.</li><li>b) Coordinates and disseminates scholarship information.</li><li>c) Provides academic information to colleges and universities regarding curriculum and nature of the school program.</li><li>d) Provides written recommendations to colleges and universities applicable for both college admissions and scholarships.</li><li>e) Assists students in making post high school plans.</li></ul>
2.	<p>Monitors educational achievement of students and informs students and parents of their academic success.</p> <ul style="list-style-type: none"><li>a) Participates on school wide teams such as student assistance teams that support student learning.</li><li>b) Serves as on-site Section 504 Coordinator or assists with department and implementation of 504 plans.</li></ul>
3.	<p>Coordinates, administers and interprets guidance assessment instruments that enhance the academic and career planning of each student. Uses assessment instruments to measure a student's interests, learning style, personality and personal awareness.</p>
4.	<p>Participates in staff team meetings regarding school adjustment problems that students may be encountering.</p>

5.	Coordinates the implementation of academic and career guidance activities into the school curriculum.
6.	Consults with staff and administration about course options and school wide curriculum.
7.	Coordinates and implements activities that facilitate the transition between levels and grades.
8.	Provides resources both individually and in groups that focus on and help students develop and apply interpersonal and group behavior skills.
9.	Provides individual counseling to students in need of personal crisis management.
10.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

### **Required Education, Training, and Work Experience**

Required Education / Training: 2 years of graduate school

Degree Information: Master's Degree

Major Field of Study or Degree Emphasis: School guidance counseling or related field

Required Work Experience: None

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- Licensed school counselor in Minnesota

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Educational, personal and career counseling principles, trends, methods and procedures;
- District educational and administrative policies and procedures;
- Educational, career and personal development resources; standardized testing; and other pertinent resources.
- Fundamentals, concepts, methods and techniques of quantitative and qualitative statistics.
- Laws, statutes, or guidelines pertaining to data privacy or related to duties and responsibilities of the work.
- Fundamentals of Individual Education Plans, assessments, 504 Plans, terminology and due process requirements.
- Career inventories and college requirements.
- Operation and use of office productivity software and applications utilized by the district in the maintenance of student records, files, and communications.

## **Essential Skills Required to Perform the Work**

- Use and application of statistical, diagnostic, and standardized evaluation tools and methodologies used in personal and guidance counseling.
- Communicating effectively on interpersonal and group levels.
- Providing educational and career counseling, personal and crisis counseling.
- Analyzing and assessing student needs, problems and issues.
- Monitoring of student credits for graduation.
- Administering, evaluating and interpreting diagnostic/achievement or vocational/interest tests.
- Communicating with and collaborating with parents, teachers, students and administration concerning student needs, student achievement, and social/personal concerns of students and their families.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand			X	
Walk		X		
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

## Classification History and Approval

Created: 6/2014 by Bjorklund Compensation Consulting

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