

POSITION DESCRIPTION

TITLE:	School Counselor K-12	SUPERVISOR:	Building Principal
DEPARTMENT:	Division of Teaching & Learning	CLASSIFICATION:	Certified

I. Accountability Objectives:

The school counselor will provide equitable access to a comprehensive school counseling program for all students, focused on academic, personal/social, and career development. Services will be provided through the four counseling program components: guidance curriculum, individual planning, responsive services, and system support. The counselor will prepare all students and families for post-secondary opportunities.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 189 Days

III. Position Relationships:

Reports to: Building Principal
Coordinates with: Guidance counselors, teachers, building principals, student services staff

IV. Position Qualifications:

A. Required experience and training:
Wisconsin School Counselor Certification.

B. Desired Qualifications:
Master's degree in school counseling; previous experience preferred.

V. Position Responsibilities:

- A. Develop and deliver a guidance curriculum focused on academic, personal/social, and career development that prepares all students for post-secondary opportunities.
- B. Provide counseling and services that incorporate culturally responsive practices.
- C. Provide responsive services to meet students' immediate needs and/or concerns.
- D. Provide individual planning that guides students through ongoing activities to plan, monitor, and manage educational, personal, and career development.
- E. Provide system support to establish, maintain, and enhance the school environment.
- F. Support school district action steps through the use of relevant data, i.e. Response to Intervention (RtI), Positive Behavior Intervention and Supports (PBIS), Social Emotional Learning (SEL), Culturally Relevant Teaching, post-secondary readiness, etc.
- G. Participate in professional development.
- H. Perform related duties as assigned.

VI. Physical and Environmental Conditions

Location is an office with adequate space and privacy for individual and small group sessions.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

*New: 12/3/2010
Revised:
Location: R:\Position Descriptions\Certified\School Counselor (K-12).doc
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