



JOB DESCRIPTION

Job Title	School Counselor K-12
Department	Division of Teaching & Learning
Reports To	Building Principal
Classification	Certified
Location	
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The School Counselor will provide equitable access to a comprehensive school counseling program for all students, focused on academic, personal/social, and career development to prepare students for post-secondary opportunities. 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.

Essential Job Functions

- Develops and delivers a guidance curriculum focused on academic, personal/social, and career development that prepares all students for post-secondary opportunities.
- Provides counseling and services that incorporate culturally responsive practices.
- Provides responsive services to meet students’ immediate needs and/or concerns.
- Provides individual planning that guides students through ongoing activities to plan, monitor, and manage educational, personal, and career development.
- Provides system support to establish, maintain, and enhance the school environment.
- Supports school district action steps through the use of relevant data, i.e. Multi-Level System of Supports (MLSS), positive behavior intervention and support (PBIS), Social Emotional Learning (SEL), Culturally Responsive Practices post-secondary readiness, etc.
- Responds to immediate student requests and crises.

Ancillary Job Functions

- Participates in professional development.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin School Counselor Certification.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Master’s degree in School Counseling or related field.
- One or more years of relevant school counseling experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent communication skills.
- Understanding of educational/counseling theories and best practices.
- Knowledge of educational concepts and ideas such as PBIS, MLSS, school-based mental health, and crisis interventions.
- Strong data analysis skills to collect and interpret behavior and academic data.
- Thorough understanding of child development stages and well as signs and symptoms of mental illness.
- Knowledge and understanding of cultural diversity in the school setting.
- Knowledge of positive parenting skills and practices.
- Good classroom management skills.
- Good organizational and time management skills.
- Good judgment and problem-solving abilities.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Able to travel to multiple buildings within the District in compliance with the District driving policy.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.
- May be exposed to potentially hazardous bodily fluids.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Regularly required to talk and hear.
- May be required to reach, stoop, kneel, or crouch.
- Occasionally may be required to drive to other locations.