

**SECTION I: GENERAL
INFORMATION**

Position Title: School Counselor	Department: Teaching & Instruction
Immediate Supervisor's Position Title: Building Principal	FLSA Status: Exempt
Job Summary: Under the direction of the Building Principal and/or the guidance of the Assistant Principal, the School Counselor is responsible for providing support and assistance to students, instructional staff, and parents. The School Counselor will provide a comprehensive school counseling program which examines student needs in the areas of academic support, career and/or educational opportunities, and social emotional learning.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES: (*Illustrative Examples*)

- Coordinate building wide social emotional learning curriculum.
- Engage students, staff, and parents to build positive relationships.
- Review data to determine students in need of small group or individual interventions.
- Work as part of the Worthington Middle School mental health team. (which consists of two other school counselors and a school social worker)
- Provide mental health in-service training to building and/or district staff.
- Offer classroom guidance lessons as needed.
- Facilitate small groups focusing on social skills, executive functioning, and emotional regulation.
- Meets individually with students to help them with their issues and concerns.
- Provides conflict resolution sessions between students to clarify issues and aid in their handling of conflicts/problem solving.
- Responsible for coordinating building state testing plans. Provides training for all staff, creates testing schedules, and troubleshoots during testing.
- Research educational and career opportunities, coordinates with teachers, college and/or university personnel, and business and/or community organizations for the purpose of providing information, and activities related to future careers.
- Collaborates with parents and staff so students can be successful in school.
- Consults with and collaborates with instructional staff, parents, community services, social workers, police liaison and other professionals in addressing student concerns, and making appropriate referrals.
- Assist in orientating new students to school procedures and placement. Conducts new student groups to welcome students to the district. Provides tours and outlines programs and educational opportunities.
- Represent the department and various building and district meetings (e.g. grade level team, mental health team, school crisis team, school climate committee, etc.) and serve as an advocate for student(s).
- Perform other duties of a comparable level or type, as required.
- Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
- Attends training sessions, conferences, seminars, district, and departmental meetings.
- Keeps abreast of changing developments, trends, counseling, and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma			Master's Degree	
	High school diploma or GED.				
	1 year college		2 years college		
	3 years college		4 years college		
X	1st year graduate level			Major field of study or degree emphasis: School Counseling, Psychology, Counseling and/or related subject area(s).	
	2nd year graduate level				
	Doctorate level				
				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Advanced knowledge of educational, personal and career counseling principles, trends, methods and procedures. • Knowledge of district educational and administrative policies and procedures. • Knowledge of educational, career and personal development resources; standardized testing. • Crisis intervention concepts, principles and techniques. • Knowledge of the fundamentals, concepts, methods and techniques of quantitative and qualitative statistics. • Knowledge of all laws, statutes, or guidelines pertaining to data privacy, ethical standards of school counseling or as they pertain to the duties of the work. • Knowledge of career inventories and college requirements. • Knowledge of community and referral sources. • Operation and use of office productivity software and applications utilized by the district in the maintenance of student records, files, and communications.	

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Required Work Experience in Addition to Formal Education/Training:

Minimum of completion of assigned internship/practice/experience in school counseling.

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:

Licensed Counselor in the State of MN.

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- ☐ Skilled in the use and application of statistical, diagnostic, and standardized evaluation tools and methodologies used in personal and guidance counseling.
- ☐ Skilled in communicating effectively on interpersonal and group levels.
- ☐ Skilled in providing educational and career counseling, personal and crisis counseling. Skilled in analyzing and assessing student's needs, problems, and issues.
- ☐ Skilled in monitoring of student credits for graduation.
- ☐ Skilled in group dynamics, leading and facilitating group sessions.
- ☐ Skilled in 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.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
	TOTAL	0

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total:
	0

**HAZARDOUS WORKING
CONDITIONS:** *The essential
duties of the work are performed
under various physical hazards or
environmental conditions noted*

**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.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33%	34-66%	66-100%

		Occasionally	Frequently	Continuously
Stand		x		
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.