



SECTION I: GENERAL INFORMATION

Position Title: Guidance Counselor	Department: Teaching and Instruction
Immediate Supervisor's Position Title: Building Principal	FLSA Status: Exempt
Job Summary: Under the general supervision of the Building Principal, to provide students, parents, administrators, and other teaching staff with information on career and or educational opportunities; administer and interpret career assessment tools; and assist students in developing educational and occupational goals and plans.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists students in evaluating students' aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data and works with students in developing education and occupation plans consistent with such evaluation.
- Assists students in making course and subject selections, as well as with evaluating career interests and choices.
- Assists in the scheduling of classes.
- Obtains and disseminates information regarding occupational opportunities to students and to classes studying occupations.
- Assists students with admissions, scholarship and identifying employment opportunities.
- Coordinates with administrators and other teaching staff members to ascertain individual student's abilities and needs, including students with special needs, and to familiarize stakeholders with guidance services.
- Research educational and career opportunities, and coordinates with teachers, college and university personnel, resource specialists, and business and community organizations for the purpose of providing information and making recommendations.
- Assists with the registration and orientation students who are new to the school regarding procedures and educational opportunities.
- Assists with the school district's dropout prevention efforts.
- Serves as ready resource to students to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
- Plans and coordinates field trips to institutions of higher learning, businesses and other organizations related to guidance responsibilities.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings, or by conducting research, and by maintaining professional relationships with members of institutions of higher learning and the business community.
- Organizes and maintains a system for accurate and complete record-keeping and providing student information to prospective colleges and employers, as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.

- Assists in the orientation of new teachers and provides in-service training in guidance.
- **Additional Duties**
Performs other related tasks as assigned by the principal and other central office administrators as designated by the Superintendent.
Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

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			BA - MA	
	High school diploma or GED.			Major field of study or degree emphasis: <ul style="list-style-type: none"> • Bachelors from an accredited college or university in education discipline applicable to teaching assignment. • Master's degree preferred. 	
	1 year college		2 years college		
	3 years college	X	4 years college		
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Successful prior education experience for the appropriate grade level. 	
	2nd year graduate level				
	Doctorate level				

Required Work Experience in Addition to Formal Education/Training:

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Appropriate teaching license issued by the MN Department of Education required. <ul style="list-style-type: none"> • Minnesota State Certification as a Guidance Counselor. • Motor Vehicle Operator's License or ability to provide own transportation.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Knowledge of pre/post high school program eligibility requirements. • Knowledge of college/university admissions processes, scholarship programs and other educational opportunities. • Knowledge of current developments in business and industry regarding career opportunities and employment. • Knowledge of differentiated instruction based upon student learning styles. • Knowledge of data information systems, data analysis and the formulation of action plans. • Knowledge of applicable federal and state laws regarding education and students. • Ability to use computer network system and software applications as needed. • Ability to organize and coordinate work. • Ability to communicate effectively with students and parents. • Ability to engage in self-evaluation with regard to performance and professional growth. • Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
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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: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33%	34-66%	66-100%

		Occasionall y	Frequentl y	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 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, 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.