

Cochrane-Fountain School District – Job Description

Title: School Counselor

Summary

The mission of the school counselor is to meet the academic, social, and emotional needs of all students. The professional school counselor implements a comprehensive school counseling program that promotes and enhances academic achievement, personal/social development and career development, ensuring today's students become productive, well-adjusted adults of tomorrow

Essential Duties and Responsibilities

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.

School Counseling Curriculum

- Provide leadership and collaborates with other educators in the integration and effective delivery of the Wisconsin Comprehensive School Counseling Model's 9 Model Academic Standards across the curriculum.
- Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.

Responsive Services

- Provide individual and group counseling to students with identified concerns and needs.
- Consult and collaborate effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
- Monitor student academic performance, behavior and attendance, and assists with appropriate interventions.

Individual Student Planning

- Assist students, individually or in groups, with developing academic, career and personal/social goals and plans.
- Collaborate with parents/guardians and educators to assist students with educational and career planning.
- Develop and maintain a written plan for effective delivery of an academic and career plan program.
- Maintain network of off-campus/virtual/online course offerings.

System Support

- Implement an effective referral and follow-up process.
- Maintain current and appropriate resources for post-secondary planning.
- Collaborate in the development of the school's schedule of classes.
- Update and maintain course/class information in the school's student management system.

Professional Responsibilities

- Maintains a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, etc., that pertain to job responsibilities.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Actively participates in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment

Required

- Master's Degree in Guidance and Counseling
- Valid Wisconsin School Counselor License.

Preferred

- Prior classroom, small group, and individual counseling skills in an educational setting.
- Expertise in parenting classes, AODA issues, career development, child advocacy, early childhood and/or child development.

Terms of Employment

Employment is full time during the regular school year whenever students are in session with the exclusion of breaks and holidays. Salary, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Principal.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021