

VERMILLION SCHOOL DISTRICT 13-1 SCHOOL COUNSELOR

QUALIFICATIONS:

1. Master's degree in counseling from an approved school counselor preparation program
2. South Dakota certificate to practice as a school counselor

REPORTS TO: Building Principal

PRIMARY FUNCTION: A counselor is to provide a comprehensive counseling plan for students in grades K-12. The counselor provides activities to meet the needs of students and provides support to other school district educational programs.

PERFORMANCE RESPONSIBILITIES:

1. Counsel individuals and small groups with personal concerns.
2. Consults with teachers, staff, parents, and other significant people regarding the developmental needs of students.
3. Counsel groups and individual students through the development of educational and career plans.
4. Shares implementation of activities to ease the transition for students moving from the elementary to the middle school, and middle school to the high school as applicable.
5. Refers students with significant challenges to appropriate community resources in consultation with their parents.
6. Organizes and implements activities to assist students adjusting to the school environment.
7. Accumulates, organizes, and disseminates information needed by students, parents, and staff in order to make personal, educational, and career decisions.
8. Serves as the school contact for agencies working with students.
9. Administers and interprets achievement tests, aptitude tests, and interest tests to students, parents, and staff.
10. Assists students and parents in making decisions related to course selection and programs of study.
11. Assists students in planning a course of action and verification of credits earned toward graduation requirements.
12. Assists students in career exploration and decision making
13. Assists students in making post-high school plans such as applications for admission, financial aid, school visitation, shadowing or employment
14. Helps students obtain employment and/or prepare for employment
15. Promotes equality information to increase the students understanding as it relates to racism, sexism, disadvantaged, handicapped, limited-English speaking and students with special needs
16. Collaborates with staff and administrators in planning, evaluating, and revising the building counseling program
17. Pursues professional growth

EVALUATION: The job performance will be evaluated in accordance with provisions of the district's policy for Evaluation of Professional Personnel.