

**HUMAN RESOURCES OFFICE
Independent School District #192
Farmington, Minnesota 55024**

TITLE: High School Counselor

QUALIFICATIONS: MN Licensure for School Counseling

CONTRACT REFERENCE: Teacher Contract

REPORTS TO: Building Principal

JOB SUMMARY: School Counselors work as a team and as individuals to meet the needs of FHS students in the academic, personal/social, college and career domains. The service delivery areas are individual, small group, and large group sessions. School counselors are an integral part of the student's daily educational environment and partners in student achievement. The FHS school counseling department supports the American School Counseling Association Model in the development of the total student.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to the following:

1. SERVICES PROVIDED TO STUDENTS RELATED TO EDUCATION, COLLEGE, AND CAREER PLANNING:

- a) Registers current and new students for classes.
- b) Changes schedules as needed.
- c) Updates registration forms and guide.
- d) Orients students making building transfers upon grade advancement.
- e) Orients new and prospective students about the school and curriculum.
- f) Re-calculates new students' grades and credits in accordance with ISD #192 requirements.
- g) Communicates educational information including: scholarship, honors, alternative education options, college and career planning.
- h) Writes letters of recommendation for college, scholarships and other educationally related applications.
- i) Makes referrals for summer school and alternative programs.
- j) Updates transcripts as needed.
- k) Teaches students self-advocacy and how to obtain educational and career related information.
- l) Advises students/guardians about student's grade advancement placement and graduation status using ISD #192 graduation requirements.
- m) Coordinates services, options, and support for students at risk for retention or dropping out.
- n) Coordinates, reviews, and interprets district approved testing at building level.
- o) Writes 504 plans and serves as plan manager for students who qualify.
- p) Arranges and conducts student/guardian team meetings.
- q) Knowledge of and use of Naviance.
- r) Understands and utilizes current technology.

II. SERVICES PROVIDED TO STUDENTS RELATED TO PERSONAL/SOCIAL AND NEEDS:

- a) Serves as specialist for information and referral purposes.
- b) Assesses students in need of additional or outside referrals, support (i.e.. counseling, treatment, etc.).
- c) Provides crisis intervention to students experiencing situational distress.
- d) Provides individual counseling on a limited basis.
- e) Provides group counseling as needs are defined by the current school population.
- f) Networks between school and outside agencies and professionals to meet student needs.
- g) Provides information as needed to team members involved in student support meetings.
- h) A member of interdisciplinary teams for student support services.
- i) Provides direct assistance to interdisciplinary team and individual staff members as related to meeting the needs of an individual student as well as a class of students.
- j) Provides conflict resolution strategies to students.
- k) Writes 504 plans and serves as case manager for students who qualify.
- l) Member of crisis response team.
- m) Arranges and conducts student/guardian team meetings.

III. COORDINATE AND ASSIST IN ACTIVITIES THAT PROMOTE A POSITIVE SCHOOL CLIMATE:

- a) Assist and assess school programming for drug, alcohol, violence and suicide prevention.
- b) Assist and assess community awareness of school related issues.
- c) Conduct classroom and large group lessons to increase student knowledge and impact change regarding relevant issues that affect the entire school (i.e.. Harassment/ Tolerance/ Mental Health/ Traumatic events).
- d) Assist in evaluation and scheduling speakers/ plays/ presenters.
- e) Supplement advisor/advisee activities and provide consultation for teacher advisors.
- f) Recognize student and staff positive contributions.
- g) Act as specialist in providing information and resources to school staff and community.
- h) Create a role of visibility in the school (i.e. halls/ assemblies/ buses).

Other functions of the position include but are not limited to the following:

- a) Attend district counselor meetings and professional growth opportunities.
- b) Advocate for School Counselors and their contributions.
- c) Other duties as assigned.