

JOB DESCRIPTION

DEPARTMENT: INSTRUCTIONAL SUPPORT SERVICES

JOB TITLE: HIGH SCHOOL COUNSELOR

REQUIREMENTS:

- A. Education Level:** Master's degree in counseling from an approved school counselor preparation program. South Dakota School Counselor Certificate.
- B. Experience Desired:** Previous experience in a high school
- C. Physical Requirements:** This position requires constant hand-eye/mind-eye coordination, hearing; intermittent dialing, keyboarding, speaking, walking, sitting, grasping, holding, indexing, scheduling, and writing.
- D. Other Requirements:** As a member of the high school counseling staff, a counselor is to provide a comprehensive counseling plan for students in grades 9-12. The counselor provides activities to meet the needs of students and provide support to other high school educational programs.

REPORTS TO: Principal
Director of Instructional Support Services

RECEIVES GUIDANCE FROM: Director of Instructional Support Services

DATE: Revised May 2003

ESSENTIAL FUNCTIONS AND DUTIES:

1. Counsels individuals and small groups with personal concerns.
2. Consults with teachers, staff, parents and other significant people regarding the developmental needs of students.
3. Counsels groups and individual students through the development of educational and career plans.
4. Refers students with significant challenges to appropriate community resources in consultation with their parents.
5. Coordinates registration.
6. Coordinates standardized testing.
7. Plans, evaluates, and revises the building counseling program.

