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.

- 8. Coordinates and conducts activities which contribute to the implementation of the high school counseling plan. Pursues professional growth.
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В.	Climatic Environment: Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.				
For	Hazards: r some buildings, stairs, chal cential hazard.	kdust and expo	osure to comi	municable dise	eases may be a
	ave read and understand nctions as listed.	this job desc	ription and	can fulfill th	ne essential
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