

JOB DESCRIPTION

DEPARTMENT: INSTRUCTIONAL SUPPORT SERVICES

JOB TITLE: MIDDLE 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 middle school setting.
- 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 middle school counseling staff, a counselor is to provide a comprehensive counseling program for students in grades 6-8. The counselor provides activities to meet the needs of students, consults with teachers, parents, administration and community representatives to enhance their effectiveness in helping students and support to other middle 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. Provides individual counseling.
2. Counsels groups and individual students through the development of educational and career plans.
3. Meets regularly with interdisciplinary teams to discuss student needs and concerns.
4. Consults with teachers, staff, parents another significant people in the student's life.

