

JOB DESCRIPTION
HIGH SCHOOL COUNSELOR (Grades 9-12)
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Director of Student Services and High School Principal

QUALIFICATIONS:

1. Must have earned a Masters of Arts in Counseling (MAC) Degree with an emphasis in School Counseling.
2. Must obtain and maintain Wisconsin license P001 - Pupil Services, Position/Subject 7054 - School Counselor.
3. Must possess a demonstrated interest in high school-aged children and previous experience working with students at this age level.
4. Must possess a demonstrated ability to work with people.
5. Must have some experience in organizing and implementing a comprehensive school counseling program.
6. Must meet any additional qualifications set by the district.

DUTIES AND RESPONSIBILITIES:

The High School Counselor shall promote and enhance the learning process by continuously assessing student needs, identifying situations that may be hindering student success, and advocating for support and assistance in effectively dealing with those situations. The school counselor, through a comprehensive guidance and counseling program, shall provide support for students in making successful transitions, acquiring attitudes, developing skills, and obtaining the knowledge necessary to be productive citizens. He/she shall provide a proactive program that engages students and includes leadership, advocacy, and collaboration with school staff, administration, and community/family members in the delivery of programs and activities to help students achieve success.

The High School Counselor shall:

1. Abide by the ASCA Ethical Standards. Maintains confidentiality.
2. Serves as a leader, advocate and systems change agent with a focus on respect for diversity, equity, and student advocacy. Pursues professional growth and participates in local and national conferences.
3. Coordinate the school counseling program for grades 9-12. The primary emphasis in counseling students shall be in those grades; however, counseling services to students in grades 4K-12 shall be provided when needed.
4. Provide short-term counseling, which is non-therapeutic, solution-focused and problem-solving in nature, to a student, or small group of students, during times of transition, heightened stress, critical change, or other situations impeding student success.
5. Complete referrals for students and families to school or community resources for additional assistance and information
6. Attend relevant intervention meetings such as IEP, 504 meetings, and school attendance review boards.
7. Provide mental health and social-emotional learning guidance and counseling related in-service to staff.
8. Provide information/education to parents/guardians about topics related to child development, school performance, and available services by the counseling departments.
9. Provide orientation, coordination, and academic advising for new students.
10. Provide appropriate withdrawal existing procedures for students that are transferring to another school.
11. Keep relevant staff members informed of student concerns and progress while protecting student confidentiality.
12. **STUDENT AT RISK COORDINATOR:** Meet with the Principal to evaluate students at risk of dropping out and work to mitigate these changes.

13. Meet with potential scholarship donors. Research area employers/foundations that offer scholarships.
14. Meet with every student during the school year to assist them in graduating and preparing for college and career plans.
15. Review student schedules for errors or omissions. Meet with students who are short of graduation credits and attempt to schedule sufficient classes for graduation.
16. Collaborate with the Elementary and Middle School Counselors so the team is working for all students.
17. Responsible for pre-registration of students in grades 8-11 for courses needed for graduation requirements and which fit into their post-high school plans.
18. Counsel students identified as having discipline problems, or other issues, interfering with their educational success.
19. Coordinate the graduation ceremony and awards day.
20. Assist students interested in post-high school education with their school, scholarship, and/or financial aid applications.
21. Work with any outside individual seeking help about graduating from high school or looking for records of their high school work.
22. When requested by the Administration, analyze disaggregated schoolwide and school counseling program data.
23. Responsible for student record maintenance in the high school:
 - a. Check records for accuracy and update when necessary.
 - b. Assure confidentiality of records.
 - c. Send transcripts when requested.
 - d. Interpret records for school officials when requested.
24. Keep vocational and occupational material current and readily available to the students and faculty.
25. Work closely with students that teachers have referred and, when possible, keep the teacher informed of the progress. Request updates from teachers to stay informed.
26. Work closely with the administration in curriculum selection and scheduling.
27. Consult with the school principal to identify and resolve student issues, needs, and problems.
28. Serve as liaison between the school and students' homes and post-high school educational institutions.
29. Work closely with the other counselors, school psychologist, school nurse, social workers, school resource officer, mental health clinics, and any other special personnel working with students.
30. Serve as the testing coordinator, in collaboration with administration, for the following high school exams: preACT Secure, STAR, ACT, FORWARD, AP, & ASVAB
31. Coordinate the state-administered YRBS & work with the high school principal to deliver results.
32. Work closely with the Career & Technical Education Academy in planning & coordinating curriculum & implementation.
33. Manage the following scheduling entities & programs: Rural Virtual Academy, NWECS, SCN, & ECCP.
34. Work with the Youth Apprenticeship Coordinator on projects such as Academic & Career Planning & the school-to-work program.
35. Perform other duties as assigned by the high school principal and/or director of student services.

EVALUATION: The administration shall complete an evaluation in accordance with Board policy.

Approved by the Board of Education May 8, 2023.