

JOB DESCRIPTION
MIDDLE SCHOOL COUNSELOR (Grades 6-8)
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Director of Student Services and Elementary 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 middle 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 Middle School Counselor shall promote and enhance the learning process by continuously assessing student needs, identifying situations that may be hindering student success, and advocate for support and assistance in effectively dealing with those situations. The counselor, through a comprehensive school 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 Middle School Counselor shall:

1. Abides by the ASCA Ethical Standards.
2. Serves as a leader, advocate and systems change agent with a focus on respect for diversity, equity and student advocacy.
3. Coordinate the school counseling program for grades 6-8. 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 as needed (individual education plan meetings and 504 meetings, child study teams, and Assessment of Lagging Skills and Unsolved Problems meetings).
7. Teach the school counseling curriculum to students in grades 6-8, focused through the lens of selected student standards from the ASCA Mindsets & Behaviors for Student Success.
8. Provide information/education to parents/guardians about topics related to child development and school performance, and available services through the counseling department.
9. Provide orientation, coordination, and academic advising for new students.
10. Provide Academic and Career Planning to all students in grades 6-8, as defined by the state requirements.
11. Collaborate with elementary and high school staff and assists in student transition from elementary to middle school and from middle school to high school.

12. Provide appropriate withdrawal procedures for students that are transferring to another school.
13. When requested by the Administration, analyze disaggregated schoolwide and school counseling program data.
14. Keep relevant staff members informed of student concerns and progress while protecting student confidentiality.
15. Work closely with the administration on the creation of the master schedule.
16. Consult with the school principal to identify and resolve student issues, needs, and problems.
17. Collaborate with the Elementary and High School Counselors so the team is working for all students.
18. Work closely with school psychologist, school nurse, social workers, mental health clinics, and any other special personnel working with students.
19. Serve as a liaison for school, home, and community.
20. Serve as the district-wide liaison for community-based programs: Handle With Care.
21. Provide mental health and social-emotional learning related in-service to staff.
22. Assist in the coordination of the 8th Grade Promotion ceremony.
23. Complete the duties and responsibilities of the school assessment coordinator for the NAEP, when eighth graders are selected and the Forward Exam for students in grades 6-8.
24. Coordinate the state-administered YRBS & work with the elementary school principal to deliver results.
25. Pursue professional growth.
26. Perform other duties as assigned by the elementary 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.