



Position Description

School District of Monroe

- JOB TITLE:** School Counselor
- CLASSIFICATION:** Professional Staff
- JOB OBJECTIVE:** Provide advisory programming focused on the learning, social/emotional, and career/vocational needs of all assigned students.
- REPORTS TO:** Director of Pupil Services
- QUALIFICATIONS:** Master's Degree in Guidance or School Counseling. Current Wisconsin Department of Public Instruction teaching certificate required for the assigned instructional area(s), along with three or more years of teaching, counseling, or other experience working with children similar in age to the assigned position. Intermediate computer operation and social media skills.
- ESSENTIAL DUTIES:**
- Provide a high potential learning environment through planning, evaluating and implementing an effective school counseling program
 - Meet with students individually and in small groups to promote social/emotional wellness
 - Collaborate with teachers to deliver classroom instruction on social/emotional topics
 - Provide students and families with information regarding course options in the course selection process. Provide course changes/adjustments as needed Consult with students, parents and staff to assist students with academic/career planning
 - Collaborate with assigned building administrators to ensure attainment of building learning goals
 - Consult with building administrators on student behavioral situations as deemed necessary
 - Conduct career and educational planning activities individually and in the classroom
 - Periodically meet individually with every assigned student and develop an academic and/or career plan
 - Assist students with scholarship, college entrance, and financial aid applications

- Assist with district assessments such as ACT, PSAT, state mandated testing, etc.
- Communicate with teachers and attend all department meetings necessary to meet counseling and Pupil Services goals
- Promote an understanding and appreciation of diverse populations and cultures
- Prepare students (and their parents) for the transition to the next school grade and post-graduation
- Ensure ease of availability for all students seeking guidance and counseling services
- Connect students/parents/staff with school-based mental health services and other referrals as needed
- Evaluate and interpret academic performance data and communicate such to the student, parents, and staff
- Establish and utilize productive relationships with parents/guardians, students, staff, and community
- Serve as a positive adult role model during interactions with students

ADDITIONAL DUTIES:

- Participate in activities which contribute to the effective operation of the school
- Maintain a current administrative and technical knowledge base through business networks, educational workshops and professional publications
- Assist in maintaining student behavior at school events as requested.

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020