

## High School Counselor

**Title of Position:** School Counselor

**Location:** Pine City Jr/Sr High School

**Commencing Date of Position:** As Soon As Possible

**Minimum Degree/Classification/Requirements:** MN Certified School Counselor

**Essential Functions and Description of Position:** School Counselor, Grades 10-12

**SUMMARY:** To provide, as a member of the Guidance department, a comprehensive guidance program for students in grades 10-12. Specifically provide activities to meet the needs of their assigned case-load; consult with teachers, staff and parents to enhance their effectiveness in helping students; and provide support to other high school educational programs.

**ESSENTIAL DUTIES and RESPONSIBILITIES:** *Other duties may be assigned.*

- Counsel groups or individual students through the development of educational and career plans
- Counsel small groups and individual students with problems; refer severe problems to appropriate community resources
- Consult with teachers, staff and parents regarding meeting the developmental needs of students
- Evaluate and revise the building counseling program
- Conduct counseling activities in the classroom in conjunction with administration and teachers
- Consult with teachers to facilitate the infusion of counseling learning activities into the regular education curricula
- Group facilitator for Student Assistance Program (SAP)
- Responds to crisis situations when appropriate
- Organizes and proctors exams when needed
- Provides support services for students in the areas of academic programs, team teaching, registration, course planning, school rules and other matters
- Assesses and counsels students based on observations, conversations and test results
- Provides personal counseling for students, families and groups to help them learn greater self-understanding, acceptance of responsibility and better decision-making skills
- Provides group counseling for interaction, communication and support skill development
- Interprets post-high school opportunities and available information regarding career, college, military and life style decisions
- Administers tests and diagnoses results in areas such as organization, memory skills, aptitude and preferences
- Evening conferences for support groups, test interpretations with parents, new student orientation/with parents

**Hours:** Per Contract

**Salary:** Per Contract

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