

## JOB DESCRIPTION

TITLE: 9-12 GUIDANCE COUNSELOR  
HIGH SCHOOL

Qualifications:

1. A valid guidance and counseling certificate issued by the Wisconsin Department of Public Instruction.
2. Demonstrated ability to work with people and some experience in organizing and implementing a developmental guidance and counseling program built on an understanding and knowledge of child development, theories of counseling, group dynamics, and classroom teaching.

Reports to: High School Principal

Job Goal: To help each student more fully realize his/her potential within our society.

Basic Function: To counsel, consult, and coordinate services within a developmental guidance framework.

Responsibilities:

1. Counsel individual students with educational, social, and personal concerns.
2. Counsel groups of students to provide opportunities to grow through social interaction.
3. Counsel parents/guardians of high school students as necessary.
4. Participate on M-teams.
5. Provide guidance and counseling related inservice to teachers.
6. Serve as a liaison for school, home, and community.
7. Facilitate and supervise the development of a comprehensive guidance program by providing inservice needs, individual teacher meetings, resources, etc on a need basis.
8. Function as referral agent to appropriate outside resources.
9. Orientation of 8th grade students to high school.
10. Participate in the interagency child abuse and neglect prevention effort.

11. Promote community awareness of available guidance and counseling services.
12. Provide post-secondary, college, and military information.
13. Coordinate and provide financial aid information and disbursement to parents and students.
14. Administer and interpret (upon request) standardized testing program in grades 9-12.
15. Participate in SAP programs through referral as implemented.
16. Interview, provide orientation, and placement of new students.
17. Coordinate and monitor the Children-At-Risk program and update required documentation specified in Standard "N", Children-At-Risk.
18. Perform such other guidance and counseling tasks that may be assigned by the Administration.

Evaluation: Performance of this job will be evaluated annually by the high school principal.