

JOB DESCRIPTION - MIDDLE SCHOOL GUIDANCE COUNSELOR

Qualifications: DPI certification in guidance in addition to experience in organizing and implementing a developmental guidance and counseling program based on an understanding and knowledge of child development, theories of counseling, group dynamics, and classroom teaching. Experience in challenge course facilitation and adventure based counseling.
Low and high ROPES course elements certification
CPR certification

Reports to: Middle School Principal

Basic Function: To counsel, consult, and coordinate services within a developmental guidance framework including monitoring and updating the guidance curriculum and to serve as the middle school testing coordinator.

Work Schedule: Full-time school year employee

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

Evaluated by: Middle School Principal

Responsibilities:

1. Middle School Consultation Services
 - a. Consult with school staff about student concerns
 - b. In-service faculty about the group guidance course of study and other programmed guidance activities.
 - c. Act as a resource person to faculty by making information presentations at staff meetings as requested.

2. Referral Services
 - a. Refer students and /or parents via the school psychologist to agencies such as the Department of Social Services, Department of Vocational Rehabilitation, Department of Community Resources, and so on.
 - b. In special cases, directly refer a student for emergency medical, social, or psychiatric services.
 - c. Provide background information about students to agencies when requested and as appropriate/legal.
 - d. Act as contact with agencies that may be working with counselees.

3. Classroom Guidance
 - a. Keep updated the 6-8 curriculums for development guidance classes.
 - b. Keep host teachers informed about activities to be used and about choosing those that will best meet current class needs.
 - c. Work consultatively with teachers regarding the expectations they have for the program and to deliver the guidance curriculum.
 - d. Teach group guidance classes in middle school grades following the Wisconsin Developmental Guidance Standards.
 - e. Consult with teachers, administrators, and parents regarding the effectiveness of, and student reaction to, group guidance.

4. Middle School Testing Coordinator
 - a. Serve as the middle school testing coordinator.
 - b. Supervise maintenance of 6-8 student records regarding testing.
 - c. Administer 6th through 8th grade WSAS tests, Iowa Algebra Aptitude Test, and NWEA-MAP testing programs.
 - d. Conduct the ACCESS testing for students in the ELL program.

5. Grade 6-8 Children At-Risk Coordinator
 - a. Identify students in grade 6-8 eligible for the Children At-Risk program.
 - b. Assist the middle school principal with attendance/truancy issues.
 - c. Facilitate the BEARS At-Risk study hall.

6. ROPES Course Director
 - a. Ensure the maintenance and safety checks of all equipment on the low and high challenge courses.
 - b. Supervise all certified instructors in the delivery of challenge course activities.
 - c. Maintain and update records including inventory, usage reports, inspection forms and the BRCC Manual.
 - d. Develops and delivers Adventure-based Counseling programming for District students.
 - e. Ability to set up and take down challenge Course events.
 - f. Schedules the usage of the low and high course.
 - g. Schedule instructor certification and recertification courses annually and maintain records of such.

7. Other Responsibilities
 - a. Perform such other guidance and counseling related tasks that may be assigned by the administration.
 - b. Prepare a budget for the 6-8 guidance programs and the testing program.
 - c. Promote community awareness of available guidance and counseling services.
 - d. Provide guidance and counseling resources to teachers.
 - e. Serve as a liaison for school, home, and community.
 - f. Facilitate and supervise the development of a comprehensive guidance program by providing in-service needs, individual teacher meetings, and resources as necessary.

- g. Function as referral agent to appropriate outside resources.
 - h. Consult with staff and administration regarding student concerns.
 - i. Work with community resource agencies when student needs are beyond the range and scope of the counselor's expertise.
7. Student Services:
- a. Regularly attend M-team meetings and provide information as requested.
 - b. Annually meet with each grade level team to determine students who meet the Children At-Risk criteria.
 - c. Attend Common Planning Time meetings as requested by teams to discuss students who are having behavioral or academic difficulties.
 - d. Conduct AODA activities in the middle school under the direction of the AODA Coordinator.
 - e. Coordinate the Midwest Talent Search program in the middle school.
 - f. Conduct initial screening of new enrollees and develop tentative schedules in conjunction with the principal.
 - g. Conduct small group guidance sessions throughout the year addressing student needs based on data from student surveys, teacher and parent requests.
 - h. Provide individual counseling to students as listed in their IEP and to other students throughout the school year as requested by students, staff or parents.
8. Orientation Activities
- a. Conduct 5th grade orientation program
 - 1.) Review middle school curriculum and scheduling process.
 - 2.) Assist with fall and spring 5th grade orientation activities.
 - b. Assist with the 8th grade orientation program
 - 1.) Work with the high school counselor to transition 8th graders into the high school.
 - 2.) Survey 8th grade students for areas of concern regarding the transition to high school.

Approved: 5/5/97

Revised: 2/6/06