

## **Eagle Butte Public School District 20-1**

### **JOB DESCRIPTION**

**JOB TITLE: HIGH SCHOOL COUNSELOR**

### **REQUIREMENTS:**

- A. Education Level: Master's degree in counseling from an approved school counselor preparation program. South Dakota School Counselor Certificate.
- B. Experience Desired: Previous experience in a high school
- C. Physical Requirements: This position requires constant hand-eye/ mind-eye coordination, hearing; intermittent dialing, keyboarding, speaking, walking, sitting, grasping, holding, indexing, scheduling, and writing.
- D. Other Requirements: As a member of the high school counseling staff, a counselor is to provide a comprehensive counseling plan for students in grades 9-12. The counselor provides activities to meet the needs of students and provide support to other high school educational programs.

**REPORTS TO:** High School Building Principal, Superintendent

**RECEIVED GUIDANCE FROM:** High School Building Principal, High School Dean of Students, Superintendent

### **EVALUATED QUALIFICATIONS:**

#### 1. The Environment

- Creating an environment of respect and rapport
- Establishing a culture for productive communication
- Managing routines and procedures
- Establishing standards of conduct and contributing to the culture for student behavior throughout the school
- Organizing physical space

#### 2. Delivery of Services

- Assessing student needs
- Assisting students and teachers in the formulation of academic, personal/social, and career plans, based on knowledge of student needs
- Using counseling techniques in individual and classroom programs
- Brokering resources to meet needs
- Demonstrating flexibility and responsiveness

#### 4. Participate in Professional Growth Opportunities and Demonstrate Professionalism

- Participate in ongoing professional growth
- Participate in school/professional and/or community organizations or events

- Complete routine assigned tasks and comply with District requirements
- Promote the education profession
- Communicate effectively and professionally with colleagues, parents and students
- Conduct parent-teacher conferences in accordance with District policy

5. Follow District and building policies and procedures

6. Support of District goals

7. Report student progress to parents and students

8. Perform other duties as assigned

**JOB SPECIFIC PROFESSIONAL RESPONSIBILITIES:**

- Models effective teaching strategies, specifically in the application of strategies to develop 21st Century skills.
- Participates in professional learning communities to enhance student achievement.
- Communicates consistently and positively with staff.
- Maintains confidentiality at all times.
- Demonstrates commitment through practice, the philosophy of being a life-long and continual learner.
- Counsels individuals and small groups with personal concerns.
- Consults with teachers, staff, parents and other significant people regarding the developmental needs of students.
- Counsels groups and individual students through the development of educational and career plans.
- Refers students with significant challenges to appropriate community resources in consultation with their parents.
- Coordinates registration.
- Coordinates standardized testing.
- Plans, evaluates, and revises the building counseling program.
- Coordinates and conducts activities which contribute to the implementation of the high school counseling plan.