

JOB TITLE**School Counselor****REPORTS TO:** Building Principal**DEPARTMENT:****JOB DESCRIPTOR:** K45**SCHEDULE:** T**DATE:****NON-EXEMPT****NATURE AND SCOPE OF JOB:**

A school counselor implements and manages programs designed for the academic, career and personal/social development of elementary and secondary students. He/she practices under the general direction of the building principal.

JOB FUNCTIONS:**ESSENTIAL FUNCTIONS:**

1. Assists students to acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the life span.
2. Assists students to complete school with the academic preparation essential in choosing from a wide range of postsecondary options.
3. Assists students to understand the relationship of academics to the world of work, life at home and in the community.
4. Assists students in acquiring skills to investigate the world of work in relation to knowledge of self and making informed career decisions.
5. Assists students to employ strategies in achieving future career success and satisfaction.
6. Assists students in understanding the relationship between personal qualities, education, training and the world of work.
7. Assists students in acquiring the attitudes, knowledge, and interpersonal skills that help them understand and respect self and others.
8. Assists students in making decisions, setting goals, and taking necessary action to achieve goals.
9. Assists students in understanding safety and survival skills.

OTHER FUNCTIONS:

1. Assumes legal responsibility for the supervision of students on school property or in attendance at a school sponsored activity(ies).

2. Assumes individual responsibilities which may be assigned by the principal and which may relate to committee work, student activities, student supervision, or other planning and professional assignments.
3. Maintains records as required by law, school district policy, and administrative regulation.
4. Conducts oneself in accordance with professional and ethical standards.
5. Will avail oneself of professional development opportunities in areas of critical need.
6. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Follows all school district policies and procedures.
8. Performs other duties as assigned by the building principal.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND MENTAL ABILITY:

- Possess a knowledge of Public Law 101-476 (I.D.E.A.), Rules and Regulations governing students with disabilities in Wyoming public schools and local rules and regulations.
- Possess knowledge of Section 504 of ADA.
- Possess knowledge of basic computer applications.
- Posses the ability to follow and give complete written and oral directions.
- Possess the ability to work in diverse populations.
- Possess the ability to write reports of a technical nature.

EDUCATION, LICENSE, CERTIFICATION, OR FORMAL TRAINING

- Proper certification issued by the Wyoming Department of Education for position of School Counselor, or Licensure issued by the Wyoming Mental Health Professional Licensing Board.
- A minimum of a Master's Degree awarded from an accredited college or university in a related field.

EQUIPMENT USED:

Computer	Photocopy Machine	FAX Machine
Media Equipment		

PHYSICAL DEMANDS:

- Possess strength and stamina to be able to remain in a seated position for up to 90 minutes at a time throughout the work day with a minimum of fatigue or discomfort.

- Possess visual acuity and stamina to work at a computer for at least part of each day with a minimum of fatigue or discomfort.
- Possess strength and stamina to be able to remain in a standing position for up to 90 minutes at a time throughout the work day with a minimum of fatigue or discomfort.
- Possess sufficient strength to lift objects that weigh at least 50 pounds and move them more than 50 feet.

ENVIRONMENTAL DEMANDS:

- Air conditioned buildings.
- Occasional exposure to weather extremes.

01

[Return to Home Page](#)