

Approved: 4/22/2024

Revised: 9/28/2026

FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: K-12 School Counselor

REPORTS TO: Principal

QUALIFICATIONS: MA in counseling or psychology, license for counselor

PERFORMANCE RESPONSIBILITIES:

1. Counsel students as needed with school and/or personal problems.
2. Counsel students on school expectations, behavior and alternative courses of action.
3. Work with parents concerning their child's academic, personal and other problems, which may hamper school performance and/or participation.
4. Counsel students concerning future schooling, occupational, and vocational plans.
5. Assist students/parents plan course schedules and support gradation planning.
6. Monitor and maintain graduation plans for high school students. This includes credit checks and credit recovery opportunities.
7. Perform graduation management and ordering (diplomas, cords, medallions, Val/Sal etc).
8. Schedule students each year and change schedules as needed.
9. Assist Principal with master schedule development.
10. Assist Principal in the registration of new students through student records check, development of student schedule and acquaint new students with Floodwood School.
11. Assist Administrative Assistant to maintain student cumulative files and dispose of according to statute or rulings.
12. Collect and distribute vocational and occupational information and keep a file of post-secondary information (school catalogs, apprenticeship information, etc) and post to district website and social media platforms, email students and families of opportunities as well as maintain bulletin boards pertaining to these items.
13. Conduct administration of school/district testing programs, including standardized and individualized testing as needed. (ACT, MCA, standardized testing, MCIS, ASVAB)
14. Provide career guidance and work with college, vocational, and military representatives concerning Floodwood School students and coordinate visits to the Floodwood School.
15. Provide and implement lessons/activities for K-12 social emotional skills, i.e. bully prevention, harassment, violence, choices, drug awareness, etc. and support staff with implementation,
16. Work with area referral agencies, i.e. social services, medical staff, psychologists, probation officers, North Homes, Vocational Rehabilitation, etc.
17. Conduct small group counseling and social skills development training as needed.
18. Work with staff of Floodwood School concerning education, behavioral, and emotional problems of students.
19. Work closely with appropriate staff in issues possibly related to abuse and/or neglect.

20. Attend parent/teacher meetings, IEP staffings, etc. when appropriate.
21. Serve as Coordinator for the following: DAC, 504, ~~STAR~~, MCCC, & SAAP
22. Support multicultural, gender fair, disability fair efforts in treatment of students and curriculum.
23. Represent the school on committees, panels, and other groups where appropriate and as assigned.
24. Guide students through the PSEO process.
25. Support and guide students through scholarship and college applications.
26. Assist administration with monitoring student attendance.
27. Act as point of contact in registering students for online classes and assisting with ongoing needs.
28. Post grades to transcripts for students attending online and PSEO classes.
29. Assist administration with updating the registration manual annually.
30. Maintain courses and schedules within Infinite Campus. This includes creating classes, assigning teachers, maintaining, scheduling students, grading windows and assisting staff with grading reminders, etc.
31. Knowledgeable of the student management system PreK-12 (including state reports and transcripts) and able to function within district policies and practices.
32. Support and facilitate district MTSS/PBIS frameworks.
33. Act as Buddy Backpack Coordinator.
34. Represent Floodwood School at NEXT Pathway meetings and events.
35. Assist with Conferences and Open House assistance
36. Assist with Campus Support for students and staff.
37. Perform other duties as assigned.