



Book	Job Descriptions
Section	Job Descriptions
Title	SCHOOL COUNSELOR KMK 2-11-25
Code	
Status	Up for Revision
Adopted	September 1, 2020

School District of Turtle Lake

School Guidance Counselor

Position Description

School District of Turtle Lake

Job Title	School Guidance Counselor
Qualifications	<ol style="list-style-type: none"> 1. Must be able to perform each essential duty satisfactorily. 2. Master's Degree in Counseling 3. DPI Counselor License
Reports to:	Building Principals
Terms of Employment	School year plus 510-day additional contract to prepare for new students and scheduling.
Responsibilities:	
Communication and Collaboration	<ol style="list-style-type: none"> 1. Establish rapport with parents, teachers, administrators, and other relevant individuals. 2. Build effective collaborative relationships with students, staff, administration, families, and community members. 3. Collaborate to help students establish goals and develop and use planning skills. 4. Implement an effective referral process with the administration, teachers, parents, and other school personnel. 5. Support and collaborate in other school programs.
Assessment	<ol style="list-style-type: none"> 1. Coordinate the district's standardized testing and assessment. 2. Along with stakeholders, use evaluation data from the counseling program to make decisions regarding revisions to the school counseling program when necessary. 3. Use data to recommend a systematic change in policies and procedures that limit or inhibit academic achievement and social-emotional well-being. 4. Develop appropriate interventions for students as needed and monitor student progress in multiple ways.

Program Planning and Management

1. Develop a program to meet the social/emotional, academic, and career needs of the school according to the Academic and Career Planning program.
2. Prioritize tasks and manage time effectively in order to meet the needs of students, staff, and administrators.
3. Act as the district homeless liaison.
4. Collaborate with principals to create a middle/high school schedule.
5. Use district data and resources to advance the student mental health program.
6. Research and identify federal, state and private grant opportunities to help the program goals.

Program Delivery

1. Develop materials and instructional strategies to meet student needs and school goals and teach the counseling curriculum units effectively.
2. Encourage staff involvement to ensure the effective implementation of the counseling curriculum.
3. Counsel individual students and groups of students with identified needs/concerns.
4. Promote equity, access, and academic success for every student.
5. Organize and promote educational career success, which may include student choice of classes and special programs.

Professionalism

1. Adhere to American School Counselor Association SCA Ethical Standards, modeling ethical behavior and professional growth.
2. Assume a leadership role within the school setting and community.
3. Demonstrate interpersonal relationships with students, staff, and parents.
4. Engage in local leadership opportunities, advocate on behalf of and with students, and advocate for the school counseling profession.

Other Assigned Responsibilities

Other duties as assigned by administration.

Evaluation

1. A probationary employee shall be formally evaluated at least two times per year during their probationary period. The first evaluation must be completed during the first semester.
2. A non-probationary employee shall be formally evaluated every school year, every second year, or every third year at the discretion of the district.