

Job Description

Department: Counseling

Job Title: Elementary School Counselor

Qualifications: Licensure: Valid school counselor license as required by the Department of Public Instruction or ability to obtain one within a time frame specified by the school board.

Education Level: Master's degree in an approved program that qualifies for school counselor certification with the state of Wisconsin.

Experience: Will possess effective interpersonal communication, leadership and organizational skills as demonstrated within the school setting.

Other Requirements: Excellent verbal and written communication skills. Knowledge of the best educational practices and effective schools research. The ability to use a computer for word processing, spreadsheets and data entry.

Reports to: Principal and Student Services Director

Job Goals: To inspire, lead, guide, and direct every member of the building's instructional and support services team in setting and achieving the highest standards of excellence, so that each student learns, grows and succeeds. To plan, develop, implement, lead and evaluate the building's progress towards achieving the system's vision and strategic direction.

Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

Essential Job Functions/Responsibilities:

1. Development and management of a comprehensive school counseling program

- 1.1 Discusses the comprehensive school counseling program with the school administrator(s).
- 1.2 Develops and maintains a written plan for effective delivery of the school counseling program based on the WI Comprehensive School Counseling Standard Course of Study and current individual school data.
- 1.3 Communicates the goals of the comprehensive school counseling program to education stakeholders (i.e., administrators, teachers, students, parents, and community/business leaders).

- 1.4 Maintains current and appropriate resources for education stakeholders.
- 1.5 Uses the majority of time providing direct services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services, and most remaining time in program management, system support, and accountability (National standards recommend 80% of time in Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services and 20% of time in program management, system support, and accountability (American School Counselor Association, 2005).

2. Delivery of a comprehensive school counseling program

Guidance Curriculum

- 2.1 Provides leadership and collaborates with other educators in the school-wide integration of the State Guidance Curriculum Standard Course of Study.
- 2.2 Implements developmentally appropriate and prevention-oriented group and classroom activities to meet student needs and school goals according to an established monthly schedule.
- 2.3 Incorporates into their programs the life skills that students need to be successful in the twenty-first century.

Individual Student Planning

- 2.4 Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- 2.5 Accurately and appropriately interprets and utilizes student data.
- 2.6 Collaborates with parents/guardians and educators to assist students with educational, career, and life planning.

Preventive and Responsive Services

- 2.7 Provides individual and group counseling to students with identified concerns and needs.
- 2.8 Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.

System Support

- 2.9 Provides appropriate information to school personnel related to the comprehensive school counseling program.
- 2.10 Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
- 2.11 Participates in professional development activities to improve knowledge and skills.
- 2.12 Uses available technology resources to enhance the school counseling program.
- 2.13 Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.

3. Accountability

- 3.1 Periodically reviews school counseling program to review extent of program implementation and effectiveness.
- 3.2 Collects and analyzes data to guide program direction and emphasis.
- 3.3 Monitors student academic performance, behavior.

4. Possible examples of additional responsibilities

- 4.1 Facilitate the transition of students between building levels: entry to kindergarten, grade two to grade three, grade five to grade six.
- 4.2 Facilitate the transition of students new to the district.
- 4.3 Participate in district student screening efforts.
- 4.4 Participate in building and district level crisis response and recovery teams to develop and implement action plans.
- 4.5 Participate in Individualized Education Program evaluations and meetings as requested.

- 4.6 Participate in parent-teacher conferences as requested.
- 4.7 Participate in Student Support Teams and the RtI process to develop and implement academic and behavioral action plans for identified students.
- 4.8 Coordinate the provision of the Protective Behaviors instruction for 4PS to grade five (ASTOP and Ripon Police Department).
- 4.9 Coordinate annual Bully Awareness education and activities.
- 4.10 Coordinate implementation of school wide social skills instructional programs.
- 4.11 Assist in the development of class lists and student placements.
- 4.12 Collaborate with Special Education, ELL, G/T, and schools to assist in identifying and meeting student needs.
- 4.13 Coordinate with the school nurses office to provide resources and community services to students and families with financial challenges.
- 4.14 Conduct student interviews and facilitate the prompt reporting of suspected child neglect/abuse incidents.
- 4.15 Conduct student interviews and appropriate follow-up in cases of suspected or intended student self-harm.
- 4.16 Manage the process of obtaining permission to release information to outside health and service providers; collection, logging, and sending of student records and information.
- 4.17 Serve as a resource to staff and parents on child development, learning concerns, and relevant topics affecting youth.
- 4.18 Collaborate with Big Brothers and Big Sisters program in Fond du Lac.
- 4.19 Facilitate with monitoring student attendance concerns at all levels.
- 4.20 Coordinate 5th grade SPEC (Student Parent Education Career) Conferences in the fall.
- 4.21 Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- 4.22 Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
- 4.23 Performs other duties as assigned by Principal and/or Student Services Director.

Terms of Employment: The term of employment for the counselor shall be that of a general teacher, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin Law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of Board of Education policy on administrative personnel.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name

**OFFICE OF THE SUPERINTENDENT
ADMINISTRATION
RIPON AREA SCHOOL DISTRICT**

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Job Description

Department: Counseling

Job Title: Middle School Counselor

Qualifications: Licensure: valid school counselor license as required by the Department of Public Instruction or ability to obtain one within a time frame specified by the school board.

Education Level: Master's degree in an approved program that qualifies for school counselor certification with the state of Wisconsin.

Experience Desired: will possess effective interpersonal communication, leadership and organizational skills.

Other Requirements: Excellent verbal and written communication skills. Knowledge of the best educational practices and effective schools research. The ability to use a computer for word processing, spreadsheets and data entry. Knowledge of master schedule building desired.

Reports to: Principal and Student Services Director

Job Goals: To inspire, lead, guide, and direct every member of the building's instructional and support services team in setting and achieving the highest standards of excellence, so that each student learns, grows and succeeds. To plan, develop, implement, lead and evaluate the building's progress towards achieving the system's vision and strategic direction.

Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

Essential Job Functions/Responsibilities:

1. Development and management of a comprehensive school counseling program

1.1 Discusses the comprehensive school counseling program with the school administrator(s).

1.2 Develops and maintains a written plan for effective delivery of the school counseling program based on the WI Comprehensive School Counseling Standard Course of Study and current individual school data.

1.3 Communicates the goals of the comprehensive school counseling program to education stakeholders (i.e., administrators, teachers, students, parents, and community/business leaders).

- 1.4 Maintains current and appropriate resources for education stakeholders.
- 1.5 Uses the majority of time providing direct services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services, and most remaining time in program management, system support, and accountability (National standards recommend 80% of time in Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services and 20% of time in program management, system support, and accountability (American School Counselor Association, 2005).

2. Delivery of a comprehensive school counseling program

Guidance Curriculum

- 2.1 Provides leadership and collaborates with other educators in the school-wide integration of the State Guidance Curriculum Standard Course of Study.
- 2.2 Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- 2.3 Incorporates into their programs the life skills that students need to be successful in the twenty-first century.

Individual Student Planning

- 2.4 Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- 2.5 Accurately and appropriately interprets and utilizes student data.
- 2.6 Collaborates with parents/guardians and educators to assist students with educational, career, and life planning.

Preventive and Responsive Services

- 2.7 Provides individual and group counseling to students with identified concerns and needs.
- 2.8 Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.

System Support

- 2.9 Provides appropriate information to school personnel related to the comprehensive school counseling program.
- 2.10 Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
- 2.11 Participates in professional development activities to improve knowledge and skills.
- 2.12 Uses available technology resources to enhance the school counseling program.
- 2.13 Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.

3. Accountability

- 3.1 Periodically reviews school counseling program to review extent of program implementation and effectiveness.
- 3.2 Collects and analyzes data to guide program direction and emphasis.
- 3.3 Monitors student academic performance, behavior.

4. Possible Examples of Additional Responsibilities

- 4.1 Facilitate WEB (Where Everybody Belongs) to promote leadership and support to incoming sixth graders and transfer students.
- 4.2 Coordinate PBIS at the middle school (Positive Behavioral Intervention and Supports).
- 4.3 Coordinate 8th grade Tour Of Excellence (Spring) Career Fair - Visit three colleges in Fond du Lac.
- 4.4 Coordinate 8th grade Think College Early with Ripon College.
- 4.5 Coordinate GEMS (Girls Engineering Math and Science in the fall).
- 4.6 Coordinate ASTOP Protective Behaviors for all levels in the fall and spring.

- 4.7 Individual and group counseling to students, parents, and staff regarding topics such as bullying, friendship, life skills, and schedule planning.
- 4.8 Assist in finalizing all student schedules.
- 4.9 Coordinate 8th grade SPEC (Student Parent Education Career) Conferences in the fall.
- 4.10 Assist in lead contact for all schedule changes (8th-9th grade).
- 4.11 Coordinate the Anti-Bullying Campaign with Ripon College for all students each year.
- 4.12 Coordinate transitioning 5th - 6th, new students, and 8th - 9th grades.
- 4.13 Conference with students that are not yet proficient at quarter and semester.
- 4.14 Develop Individual Learning Plans for all students in Career Cruising.
- 4.15 Cultivate and maintain strong community relationships, including liaison with local institutions of higher education.
- 4.16 Facilitate building level committees for RTI (Response to Intervention).
- 4.17 Facilitate classroom Lessons - (Relationships, Harassment, Differences, Suicide, Bullying and Respect).
- 4.18 Facilitate Link N Learn - Leadership conference in Green Lake.
- 4.19 Work closely with Special Education, ELL, and Catalyst Charter School to assist in student needs.
- 4.20 Coordinated Job shadowing and volunteering in community for 8th grade students this year.
- 4.21 Facilitate with tracking attendance concerns at all levels.
- 4.22 Monitor student attendance and performance during Summer School.
- 4.23 Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- 4.24 Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
- 4.25 Performs other duties as assigned by Principal and/or Student Services Director.

Terms of Employment: The term of employment for the counselor shall be that of a general teacher with an additional week of extended contract for duties as assigned by principal, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin Law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of Board of Education policy on administrative personnel.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name

**OFFICE OF THE SUPERINTENDENT
ADMINISTRATION
RIPON AREA SCHOOL DISTRICT**

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Job Description

Department: Counseling

Job Title: High School Counselor

Qualifications: Licensure: valid school counselor license as required by the Department of Public Instruction or ability to obtain one within a time frame specified by the school board.

Education Level: Master's degree in an approved program that qualifies for school counselor certification with the state of Wisconsin.

Experience Desired: will possess effective interpersonal communication, leadership and organizational skills.

Other Requirements: Excellent verbal and written communication skills. Knowledge of the best educational practices and effective schools research. Ability to use a computer for word processing, spreadsheets and data entry. Knowledge of master schedule building desired.

Reports to: Principal and Student Services Director

Job Goals: To inspire, lead, guide, and direct every member of the building's instructional and support services team in setting and achieving the highest standards of excellence, so that all students learn, grow and succeed. To plan, develop, implement, lead and evaluate the building's progress towards achieving the system's vision and strategic direction.

Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

Essential Job Functions/Responsibilities:

1. Development and management of a comprehensive school counseling program

- 1.1 Discusses the comprehensive school counseling program with the school administrator(s).
- 1.2 Develops and maintains a written plan for effective delivery of the school counseling program based on the WI Comprehensive School Counseling Standard Course of Study and current individual school data.
- 1.3 Communicates the goals of the comprehensive school counseling program to education stakeholders (i.e., administrators, teachers, students, parents, and community/business leaders).
- 1.4 Maintains current and appropriate resources for education stakeholders.

- 1.5 Uses the majority of time providing direct services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services, and most remaining time in program management, system support, and accountability (National standards recommend 80% of time in Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services and 20% of time in program management, system support, and accountability (American School Counselor Association, 2005).

2. Delivery of a comprehensive school counseling program

Guidance Curriculum

- 2.1 Provides leadership and collaborates with other educators in the school-wide integration of the State Guidance Curriculum Standard Course of Study.
- 2.2 Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- 2.3 Incorporates into their programs the life skills that students need to be successful in the twenty-first century.

Individual Student Planning

- 2.4 Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- 2.5 Accurately and appropriately interprets and utilizes student data.
- 2.6 Collaborates with parents/guardians and educators to assist students with educational, career, and life planning.

Preventive and Responsive Services

- 2.7 Provides individual and group counseling to students with identified concerns and needs.
- 2.8 Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.

System Support

- 2.9 Provides appropriate information to school personnel related to the comprehensive school counseling program.
- 2.10 Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
- 2.11 Participates in professional development activities to improve knowledge and skills.
- 2.12 Uses available technology resources to enhance the school counseling program.
- 2.13 Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.

3. Accountability

- 3.1 Periodically reviews school counseling program to review extent of program implementation and effectiveness.
- 3.2 Collects and analyzes data to guide program direction and emphasis.
- 3.3 Monitors student academic performance, behavior.

4. Additional responsibilities

- 4.1 Coordinate statewide assessments for all high school levels.
- 4.2 Coordinate auxiliary assessments offered to students (ASVAB, Accuplacer, Longitudinal Study, etc.).
- 4.3 Coordinate AP Testing.
- 4.4 Coordinate, organize, and distribute scholarship information and applications. Coordinate scholarship portion of awards night ceremony.
- 4.5 Advise and coordinate (school-end) the STRIVE Program and take on monthly field trips.
- 4.6 Coordinate all student scheduling and schedule process.

- 4.7 Assist with high school master schedule.
- 4.8 Finalize and distribute all student schedules.
- 4.9 Host and develop programming for parent informational evening events (seminars).
- 4.10 Act as lead contacts for all schedule changes (incoming 8th-12th grade).
- 4.11 Coordinate distinguished alumni selection process.
- 4.12 Coordinate Badger Girls and Badger Boys student applications/selections.
- 4.13 Meet with all F-List students at quarter and semester time.
- 4.14 Perform credit evaluations for ALL students at the end of each year; and additionally at semester for seniors.
- 4.15 Cultivate and maintain strong community relationships, including with liaisons at local institutions of higher education.
- 4.16 Coordinate advisory-related activities.
- 4.17 Assist students in college application completion and write letters of recommendation.
- 4.18 Maintain a broad and in-depth knowledge base of post-secondary institutions and opportunities (College entrance requirements, apprenticeships, military opportunities, Freshman/Sophomore campuses, Technical College, etc.).
- 4.19 Work closely with Special Education, ELL, and Lumen Charter School, to assist in student needs.
- 4.20 Assist and counsel with students at Crossroads (off-campus alternative high school) as necessary and needed.
- 4.21 Coordinate 10th grade SPEC (Student Parent Education Career) Conferences in the fall.
- 4.22 Facilitate ACP with Career Cruising.
- 4.23 Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- 4.24 Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
- 4.25 Performs other duties as assigned by Principal and/or Student Services Director.

Terms of Employment: The term of employment for the counselor shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin Law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of Board of Education policy on administrative personnel.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name