

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> School Counselor - Secondary	<b>Department:</b> Student Services
<b>Immediate Supervisor's Position Title:</b> Building Principal	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> D-6-3	<b>Bargaining Unit:</b> NEA
<b>Job Summary:</b> Under the direction of the Director of Student Services and Building Principal, the Licensed School Counselor provides individual and group guidance and counseling services to meet the academic, social and emotional needs of students.	

### SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Assist students in establishing personal goals, developing future plans, and in transitioning from one school building to another, to post-secondary instruction, and/or from school to work.
<b>Percent of Time:</b>	40%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Provides individual and group counseling in which students learn to better understand their weaknesses, and better understand and develop their strengths and opportunities.</li> <li>• Assists students and their parents in registering, selecting classes and making schedule changes that are aligned with their goals and future plans.</li> <li>• Designs and implements activities to assist students in successfully transitioning between elementary, middle and high schools. Follows-up with individual students who experience difficulty with the transition process.</li> <li>• Provides information and assistance to students and their parents regarding post-secondary opportunities and options.</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Provides counseling services to meet the needs and concerns of students on a continuum from early intervention to crisis response.
<b>Percent of Time:</b>	40%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Develops and provides individual and/or group counseling sessions to address academic, social and emotional issues.</li> <li>• Provides crisis counseling and intervention for students as needed.</li> <li>• Provides information to students and parents about available community services. Makes referrals to community providers, as appropriate.</li> </ul>		

- Assists in developing and implementing curriculum designed to address school-wide issues such as: school discipline, bullying, chemical use, etc.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Consults and assists school staff in understanding and addressing the academic, social and emotional needs of students.
<b>Percent of Time:</b>	15%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>Consult with and provide information and assistance to school staff regarding the unique academic, social and emotional needs of students.</li> <li>Assist school staff in developing and implementing interventions designed to resolve students' academic and behavioral problems.</li> <li>Functions as a member of the building student support team.</li> </ul>		

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as apparent or assigned.
<b>Percent of Time:</b>	5%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>Attends training sessions, conferences, seminars, department and district meetings.</li> <li>Serves on District committees, task forces, work groups, etc., as requested.</li> <li>Keeps abreast of changing developments, trends, instructional and educational technologies.</li> </ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>	
less than high school diploma		Master's Degree	
High school diploma or GED.		<b>Major field of study or degree emphasis:</b> Guidance and Counseling	
1 year college		2 years college	
3 years college	x	4 years college	
X	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>
	2nd year graduate level		
			<ul style="list-style-type: none"> <li>Working knowledge of the principals, practices and</li> </ul>

<b>Doctorate level</b>	<p>ethical standards of School Counseling; relevant state and federal laws, rules and regulations; and applicable district policies</p> <ul style="list-style-type: none"> <li>• Current knowledge of the district curriculum, extra-curricular offerings, community resources and support systems</li> <li>• Ability to deal effectively and appropriately with students, parents, school staff and other providers regarding student concerns and problems.</li> <li>• Ability to communicate ideas clearly and concisely, both verbally and in writing.</li> <li>• Ability to consult with school personnel in developing and implementing effective academic and behavioral interventions for students.</li> <li>• The skill and ability to communicate - both orally and in writing.</li> </ul>
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**Required Work Experience in Addition to Formal Education/Training:**

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Basic computer literacy - word processing, data entry.</li> </ul>
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**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		
<b>TOTAL</b>		0

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total: 0</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		X		
<b>Walk</b>		X		
<b>Sit</b>			X	
<b>Use hands dexterously (use fingers to handle, feel)</b>		X		
<b>Reach with hands and arms</b>		X		
<b>Climb or balance</b>	X			
<b>Stoop/kneel/crouch or crawl</b>	X			
<b>Talk or hear</b>				X
<b>Taste or smell</b>	X			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>		X	X	
<b>up to 25 pounds</b>	X	X		
<b>up to 50 pounds</b>	X			
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Signature – Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

**Classification History:**