Title: ***SCHOOL COUNSELOR***

**Qualifications:** 1. Must possess and maintain proper certification as established by state law and the Wisconsin Department of Public Instruction (DPI).

**Reports To:** School Principal and Director of Pupil Services

**Supervises:** Students

**Works With:** School Staff, Administrators, Pupil Services Staff, Parents and Community

**Job Goal:** To facilitate understanding of personal emotional learning so that each student is college or career ready.

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**Performance Responsibilities:**

1. Employ strategies and techniques during instruction to improve the development of social emotional learning.
2. Provide crisis intervention, as needed.
3. Establish effective collaborative relationships and set a good example through personal and professional conduct.
4. Demonstrate a cooperative attitude and positive relationship with students, parents, staff and the community.
5. All other duties as assigned by building principal or Director of Pupil Services.
6. Elementary Counselor:
   a) Classroom Life Skills Lessons
   b) Individual, crisis and small group counseling
   c) 504 Coordinator
   d) Trauma Sensitive Schools Facilitators
   e) Regular Education Accommodation Coordinator
   f) Coordinator career and family events: Career Day and Careers on Wheels
   g) PBIS Team Member
   h) Innovative Counseling Coordination
7. Middle School Counselor:
   a) Individual, crisis and small group Counseling
   b) Empower Facilitator
   c) Hope Co-Facilitator
   d) 504 case manager
e) Regular education accommodation plans manager  
f) SAT facilitator  
g) PBIS coach  
h) DPI school mental health project internal co-coach  
i) Trauma Sensitive Schools Facilitator  
j) School mental health project internal co-coach  
k) Scheduling duties  
l) Family time leader  
m) On-site mental health program facilitator  
n) Lunch Homework Help facilitator  
o) YRBS facilitator  
p) S.O.S. co-presenter of suicide prevention curriculum
8. High School Counselor: 
   a) Coordinating and Administration of High School Testing  
   b) Student Registration, new students, orientation and transition meetings  
   c) Scheduling, master scheduling, student planning meetings, schedule changes  
   d) College Application & letters of recommendation  
   e) Develop plans with at Risk students  
   f) Monitor credit requirements and graduation progress  
   g) Develop and Manage 504 and Regular Education Accommodation plans  
   h) Attend IEP meetings  
   i) Scholarship Management  
   j) Youth Apprenticeship  
   k) Academic and Career Planning  
   l) Early College Now/ Start College Now (Formerly Youth Options)  
   m) Junior Conferencing Student and Parent Meetings  
   n) Suicide Prevention Presentations  
   o) Innovative Counseling Facilitation  
   p) Individual, small group or crisis counseling sessions  
   q) At - Risk needs assessment  
   r) Trauma Sensitive Schools Facilitator
Terms: Salary and work year to be established by the School Board of the Ashwaubenon School District.

Evaluation: Performance of this job will be evaluated in accordance with the Salary and Stipend Guide as adopted by the School Board of the Ashwaubenon School District.

School Counselor
Ashwaubenon is an equal opportunity school district, functioning under non-discrimination policies.
05/2018
This description indicates the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's staff at any time while on District property or while involved in any District-related activity or event.