

## SCHOOL DISTRICT OF IOLA-SCANDINAVIA

531.21

### MIDDLE/HIGH SCHOOL COUNSELOR (Job Description)

Qualifications: (1) Must have earned a master of science degree in education – counseling; (2) Must maintain certification as required by state law; and, (3) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the Middle/High School Principal.

Duties and Responsibilities: The Middle/High School Counselor shall counsel students with personal problems and/or educational concerns to facilitate increased learning. He/she shall work with students, parents/guardians, teachers, administrators and resource people to try to improve the individual student's educational experience.

The Middle/High School Counselor shall:

1. Counsel students individually and in groups.
2. Counsel parents/guardians and teachers.
3. Collect information for special reports from teachers, students and records.
4. Help students fill out application forms for school, financial aid and jobs.
5. Write recommendations on behalf of students for colleges, technical schools, scholarships, special awards and military service.
6. Prepare student transcripts for schools, employers, etc.
7. Send out applications, transcripts and recommendations to schools and agencies.
8. Serve on individualized education program (IEP) teams when deemed appropriate.
9. Set up and administer special programs such as Daughters of the American Revolution (DAR), Badger Boys State, Badger Girls State and National Honor Society.
10. Compile honor roll material at the end of each nine-week period for the newspaper.
11. Compile class rank data for all students in grades nine through 12.
12. In September and January, review the records of all seniors to check their progress in meeting graduation requirements. He/she shall talk to any students who may have a problem meeting graduation requirements and write letters to parent(s)/guardian(s) regarding any such problems.
13. Assist the District Assessment Coordinator by coordinating and administering the testing program at the middle/high school.
14. Coordinate and set up visits of representatives from colleges, technical schools, the military services and private training facilities.
15. Call and write schools to set up visitation appointments and testing for students.
16. Serve as a resource person for the career education class. He/she shall provide information on career areas and schools and administer and interpret interest tests.
17. Act as contact person for parents/guardians and students regarding financial aid, educational planning, special education students and student grades and programs.

19. Work with various agencies (e.g., Waupaca County Social Services, Waupaca County Nurse, area doctors, Unified Health, mental health agencies, Waupaca County Drug and Alcohol Program) as a contact and resource person.
20. Work with students who have graduated from school. He/she shall help with employment counseling, school applications, financial aid applications and personal social counseling as needed.
21. Work with teachers. He/she shall:
  - a. Discuss student problems and make recommendations as to what can be done.
  - b. Suggest and confer in areas of classroom management.
  - c. Set up with the teacher and other professionals special programs for individual students.
  - d. Set up special classes or peer tutoring when the need arises.
  - e. Provide information for use in the classroom and act as a resource person on careers, drugs and social problems.
22. Schedule students in appropriate classes depending on post-secondary plans.
23. Work with students on education/vocational post-secondary planning.
24. Perform any and all other duties prescribed by the District Administrator, Middle/High School Principal or Board.

Evaluation: The Middle/High School Principal shall complete an evaluation in accordance with Board policy. The District Administrator shall review the evaluation.

Terms of Employment: The Middle/High School Counselor shall be employed for the contractual school year with contract provisions to conform with the negotiated agreement between the Board and the Iola-Scandinavia Education Association (I-SEA). Any additional days shall be reviewed and approved or rejected by the District Administrator.

LEGAL REF:           Section 121.02(1)(q) Wisconsin Statutes  
                          PI 3, Wisconsin Administrative Code  
                          PI 8.01(2)(q)

CROSS REF:           538, Professional Staff Evaluation

APPROVED:           May 14, 2001

REVISED:            June 8, 2009  
                          June 11, 2012