

Bottineau Public School District

Guidance Counselor Job Description

Qualifications:

1. Master's Degree in Counseling.
2. Hold a current license for position as required by the Department of Public Instruction
3. Preferred three years of teaching, counseling, or other experience working with children similar in age to the position hired.

Reports to:

Elementary or High School Principal as assigned.

Supervisory Responsibilities:

NA

Performance Responsibilities:

1. Adhere to and support board policy, school guidelines, administrative rules and directives.
2. Make him/herself available to all students seeking guidance and counseling services.
3. Advocate on behalf of the student and/or his/her family. Take all necessary and reasonable precautions to protect students.
4. Facilitate outreach efforts to provide services to students, parents/guardians and staff.
5. Connect students, parents/guardians and staff with specialized referral agencies.
6. Understand, evaluate, and interpret academic performance data to the student, their parents/guardians, and staff.
7. Implement individual and group counseling methods that are appropriate.
8. Conduct career and educational planning activities.
9. Participates in in-service activities promoted by the district.
10. Submit required reports promptly and accurately.
11. Schedule students in appropriate courses.
12. Consult with students, parents and staff to assist students with academic/career planning.
13. Meet individually with students and develop a career plan.
14. Assist students with scholarship, college entrance, and financial aid applications
15. Schedule and coordinate Student Assessment Tests as well as the ACT, PSAT, SAT etc.
16. Facilitate grant application processes.
17. Compile and submit data for course offering reports as requested.
18. Maintains a high level of ethical behavior and confidentiality.
19. Perform other duties as assigned by Principal or Superintendent.

Evaluation:

Date adopted: December 2014

Job performance is evaluated in accordance to district guidelines by the Elementary or High School Principal.

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