

### K-12 SCHOOL COUNSELOR JOB DESCRIPTION

#### Drug Free Coordination:

- Attend meetings, seminars, and workshops on drug free information
- Help coordinate and teach drug-free curriculum within the district
- Coordinate Project Awareness and drug and alcohol counseling with Carroll Institute

#### Testing Coordination:

- Attend all workshops providing information concerning testing materials
- Order all needed testing materials
- Schedule and coordinate all testing dates with K-12 staff
- Schedule and coordinate all testing dates with homeschool parents
- Administer (or coordinate) all required testing for students K-12 including:
  - Stanford Achievement Tests
  - Stanford Writing Assessment
  - PSAT
  - PLAN
  - ASVAB
  - ACT
  - SDCAP
  - NAEP
  - AP

#### Post High School Planning:

- Visit with juniors and seniors to provide necessary information for the upcoming year: ACT tests, college admission applications, scholarship applications and deadlines, scholarship searches, college visitation days, FAFSA planning, financial aid night, career preparation, and job shadowing
- Schedule Financial Aid Night in January
- Help students with ACT planning and registration, assist students with registering for ACT preparation courses
- Assist students with scholarship applications and scholarship searches
- Write letters of recommendation
- Assist students with filling out college admission applications
- Send student transcripts to various colleges and universities
- Assist students and parents with FAFSA application
- Coordinate college representative visits
- Coordinate two college visit or job shadowing days per year for juniors and seniors
- Contact colleges and universities for student information packets
- Parent support
- Present scholarships at academic awards banquet
- Present scholarships at graduation

#### Career Exploration:

- Work with staff and students in career exploration
- Provide classroom guidance activities in career exploration
- Assist with registration of students in the fall
- Assist students with job shadowing programs and opportunities

#### Counseling:

- Provide students and their families with resources, information, and assistance as needed or directed

- Update, review, and revise current K-12 School Guidance Plan so it is current, usable, and effective
- Provide classroom guidance activities (Grades K-8)
- Provide individual counseling of students
- Provide various group counseling, such as anger management, bullying, new student, friendship, self-esteem, divorce, and social skills
- Make referrals to and provide consultation with outside resources
- Confidentially report to DSS whenever necessary
- Oversee STET group in Middle School
- Identify the needs of special students
- Parent advocate and support
- Collaborate with administrators, faculty, and support staff
- Crisis counseling and intervention
- Meet individually with new students

Other Duties as Assigned:

- Attend fall guidance workshop and the SDCA Conference
- Attend IEP and staff meetings
- Middle School Student Council Advisor
- Recess duty (Elementary)
- Coordinate with Carroll Institute to administer the bullying and the drug and alcohol surveys
- Schedule various outside speakers and presenters