

## **Sparta Area School District**

### Article 229 – Specifications for School Counselor

School Counselors shall be employed under the auspices of a legal contract approved by the Board of Education. As members of the Sparta Education Association, their compensation shall be granted as provided in the Teacher Compensation Plan.

School Counselors will be responsible for promoting student success, providing preventive services, and responding to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students by utilizing leadership, advocacy and collaboration.

The School Counselor shall be certified by the Wisconsin Department of Public Instruction for the position.

The School Counselor is under the direct supervision of the Building Principal of the building to which they are assigned.

### **PERFORMANCE RESPONSIBILITIES:**

1. Provide leadership, instruction, and collaborate with other educators in the school-wide integration of the State curriculum and standards.
2. Support and lead, as necessary, district priorities, including PBIS, Academic and Career planning and Trauma Responsive School plans.
3. Support and lead, as necessary, academic and career planning for students.
4. Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals
5. Assist all students, individually or in groups, with developing academic, career, and personal/social skills, goals and plans
6. Accurately and appropriately interpret and utilize student data
7. Collaborate with parents/guardians and educators to assist students with educational, personal/social skills, and career planning
8. Provide individual and group counseling to students with identified concerns and needs
9. Implement an effective referral and follow-up process
10. Assist teachers, parents/guardians, administrators in interpreting and understanding student data
11. Participate in professional development activities to improve knowledge and skills
12. Use available technology resources to enhance school programs
13. Collect and analyzes data to guide program activities and shares results as appropriate

14. Monitor student academic performance, behavior and attendance and assists with appropriate interventions
15. Consult with school personnel, parents, administrators, and community resource staff in order to meet the identified at-risk students and their families
16. Contact their principal prior to 6:00 A.M. on any day in which they are unable to perform their services
17. Work cooperatively with building pupil services team including school social worker and school psychologist on major issues such as testing, scheduling, failing students and other relevant issues
18. Actively participate on school or community committees, or task forces in the area of district student and family needs
19. Develop and maintain confidential student/family folders that document needs and services. Maintain log of services provided
20. Promote parental responsibility for regular school attendance. Work cooperatively with administration on chronic truant students and their families
21. Respond to crisis interventions in tandem with District crisis response team
22. Dress professionally for their assigned duties
23. Familiarize themselves with the guidelines and expectations outlined in the Employee Handbook.
24. Understand, and practice in accordance with, federal, state, and local laws, statutes, and/or policies that relate to students and families; such as child protection, child abuse, special education rights and privacy
25. Other similar duties as assigned by building Principal and Director of Pupil Services

Legal Reference: Wisconsin Statute 118.21 Teacher Contracts

Cross Reference: Policy Series 340 – Certified Employees

Approved: September 26, 2006

Revised September 26, 2017