



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500

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TITLE: School Counselor/School Social Worker

CLASSIFICATION: Teacher Salary Schedule

QUALIFICATIONS: 1. Must hold appropriate current Minnesota school counselor & school social worker licensure

REPORTS TO: Middle/High School Principal

JOB GOAL: To provide counseling and guidance services to students, parents and staff of the Southland School District. To provide proactive guidance and referral services to students, parents, and staff of the Southland School District.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for academic, vocational and personal counseling for district students in cooperation with their parents and guardians.
2. Proactively communicates to staff, specific student and family issues that may impact the classroom setting.
3. Assist students with college and career planning.
4. Responsible for identifying students who require special school services; serving on child-study and/or support teams; providing appropriate services for students with identified needs and acting as a resource and advocate for parents and staff.
5. Responsible to maintain confidential records and provide transcripts when requested.
6. Responsible for all outside student referrals to appropriate agencies.
7. Responsible for organizing and scheduling collaborative (wrap around) services if needed.

8. Conduct individual and/or small group counseling sessions, which will allow students to examine situations or concerns within a confidential setting.
9. Consult with teachers, parents and other outside agencies, when appropriate, to help facilitate an organized plan to best help the student with their needs.
10. Coordinate the guidance program through providing resources and referral services for teachers and parents.
11. Coordinate the conflict management program and Safe and Drug Free Grant Program.
12. Member of district's crisis team and assist in organizing and maintaining the crisis team.
13. Responsible for assisting in development of student schedules.
14. Assist the 6-12 Southland District testing program.
15. Develop and maintain a public information program relating to student and parent responsibilities, needs, and activities.
16. Employee is responsible to be knowledgeable about all district policy.
17. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.