

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Guidance Counselor	Guidance Department	Principal
<b>JOB SUMMARY:</b>  Responsible for providing educational, career, and personal counseling to students.		
<b>QUALIFICATIONS:</b>  Master’s degree plus thirty credits in counseling, or requisite experience; teaching and counseling certificate as required by the State of Minnesota;		
TASK NO.	DESCRIPTION WORK YEAR: 186 days plus 10 additional days MS, 15 additional days HS	FREQUENCY

		MS	HS
1	Assist students with class registration and schedules	30%	25%
2	Provide personal social/emotional and crisis counseling to students and parents and participate in crisis intervention in the areas of family abuse and suicide including contacting child protection agencies, if necessary; maintain a high level of availability, confidentiality and sensitivity to students and staff at all times.	20%	15%
3	Provide educational and career counseling to students and parents including planning for post secondary education.	3%	20%
4	Inform students, parents and staff about scholastic achievement test information and registration and inform them of results (i.e. PSAT, ACT, MCA-II, MWEA, Plan, etc.)	5%	5%
5	Provide leadership in accessing collegiate financial aid and scholarships.	0%	5%
6	Collaborate with teachers and support staff to problem solve students academic and behavioral needs using student academic and behavior data including participation on child assistance, IEP and 504 teams	10%	5%
7	Communicate with students, teachers and parents regarding student academic progress, social/emotional issues and post secondary options	10%	5%

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		MS	HS
8	Perform supervisory duties as assigned including hall, study hall, detention, bus, lunchroom and team duty	5%	5%
9	Collaborate with teachers by providing lessons on selected topics and training as appropriate.	3%	2%
10	Assist new students as they enter and transition to the school or to the community.	3%	2%
11	Participate in building and district sponsored professional development initiatives and other professional training opportunities as directed by supervisor	3%	2%
12	Develop and maintain partnerships with outside agencies referring students and families when necessary.	3%	2%
13	Provide NCAA Clearinghouse information for students planning to participate in athletics in college at the Division I or Division II level.	0%	2%
14	Maintain assessment and other students records and follow established building procedures regarding access to student records and FERPA and administration and use of student assessment information	2%	2%
15	Participate in district and building meetings and committees as directed by supervisor.	2%	2%
16	Perform other related duties as assigned.	1%	1%

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

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COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE