

**JOB DESCRIPTION**

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	5	1	

JOB TITLE	CONTRACT REFERENCE
Guidance Counselor	Fridley Education Association Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
School Principal	January 2007

**JOB SUMMARY** The school counselor is a generalist in education, a specialist in counseling, guidance, and educational psychology. He/she functions in the areas of human development, educational theory, group process, evaluation, career development, counseling, intervention, referral, and in-service growth. The essential purpose of the counselor is to assist students, their parents, the staff and community members in their involvement in the educational process.

**TASK NO.**

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Provide basic and comprehensive services to individual students which would include: <ul style="list-style-type: none"> <li>a. Assisting in career related decisions.</li> <li>b. Helping in class related or other personal problems.</li> <li>c. Assisting the student in the registration process.</li> <li>d. Helping to administer tests and supply the interpretation of these tests.</li> <li>e. Forming and conducting support groups.</li> <li>f. Provide referral information of chemical dependency to students.</li> <li>g. Interpreting information maintained in the student's permanent record.</li> <li>h. Confer with students about credit needs and graduation requirements.</li> <li>i. Provide service to special need students and participate "child study team" meetings.</li> </ul>
2.	Provide services and information to parents which would include: <ul style="list-style-type: none"> <li>a. Contacting parents over their student's problems and responding to their inquiries.</li> <li>b. Participating in evening information giving sessions.</li> <li>c. Providing referral assistance.</li> <li>d. Providing financial aid information and assist with post secondary educational plans.</li> <li>e. Arranging parent/teacher conferences clarifying and discussing expectations of student's abilities.</li> </ul>

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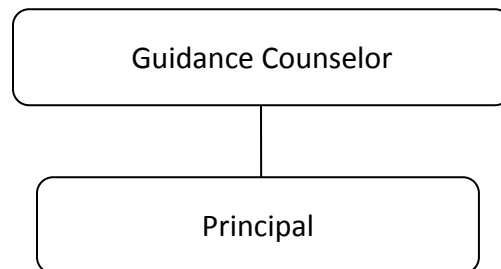
3.	Provide comprehensive assistance to staff concerning student problems which would include: a. Helping in attendance problems. b. Assisting the administration with re-admission conferences. c. Arranging parent/teacher conferences. d. Providing background information on special needs students. e. Confering with students referred by staff or administration. f. Conducting and participating in in-service training.
4.	Provide services to the successful operation of the school process including: a. Serving as liaison person or consultant to parent groups, middle school, or Community Education. c. Scheduling students. d. Serving on school committees. e. Serving on advisory committees. f. Chaperoning school events. g. Assisting in any situation needed to encourage a healthy school environment.
5.	Provide services to the community including: a. Serving as liaison to public and private agencies. b. Speaking to community agencies such as Rotary or Lions Clubs. c. Providing information and assistance to former students.
6.	Other duties as assigned.

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**QUALIFICATIONS** (Specific training or job experience required before appointment)

- Hold a baccalaureate degree from a college or university that is accredited
- Minnesota Department of Education Guidance Counselor Licensure

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.