



# Example of School Counselor Job Description

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Our company is looking to fill the role of school counselor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for school counselor

- Maintains reports and records related to school counseling services
- Makes school visits to support the counseling services of new school counselors
- Coordinates with other departments, offices, and organizations to support the school counseling program
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession
- Create individualized treatment plan of service for each client served based on diagnostic measures
- Maintain a caseload of clients receiving regular, ongoing clinical services
- Assume teaching and grading duties as necessary including teaching elective courses
- Assist students and parents with the secondary school course selection process according to specific state credit and graduation requirements and student needs and interests
- Interprets cognitive, aptitude and achievement tests and assists in the development of appropriate educational interventions
- Counsels in accordance with diocesan and local policies appropriate state laws

## Qualifications for school counselor

- Colorado School Counselor certification

- Ability to independently review and authorize documentation of others for reimbursement for grant submissions
- Possess knowledge best practices in the field relevant federal, state, and local rules, regulations, and programs/policies utilizing proper application of diagnostic tools
- Arkansas certification in School Counseling