



Example of School Counselor Job Description

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Our growing company is looking for a 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

- Conducts specialized individual and group counseling sessions to address specific emotional, social, and behavioral needs of students
- Mobilizes and coordinates community resources for students and families to address academic, behavioral, emotional, and social needs
- Serves as a liaison between the student, home, school, private counseling facilities and community resources such as social services, court services, and family service agencies
- Work with school teams to identify and help families access school and community resources and implement a follow-up process
- Coordinate a team of K-12 teachers to help identify students who are "at risk" or "in crisis"
- Understand the requirements for and assist the principal to facilitate the administration of all high school testing, including PSAT, SAT, ACT, and AP exams
- Educate stakeholders on Advanced Opportunities funding and assist students and their families in creating graduation plans to maximize college credit earning potential
- Serve as a site coordinator for Idaho Digital Learning Academy
- Assist in coordinating high school graduation ceremonies
- Assesses prior school records and transcripts of students to aid in placement decisions for classes

Qualifications for school counselor

- Knowledge of all state rules, laws, policies, and procedures applicable to middle and high school students
- Three years' elementary guidance experience
- Knowledge of K-12, requirements and procedures
- Knowledge of all state rules, laws, policies, and procedures applicable to elementary students
- Experience in providing outreach to diverse communities to garner support and resources to support student achievement, social skill and character development inside and outside of school