

Professional Staff Position (Job Description)

Title: Counselor, K-12

Qualifications: Must hold a Master's Degree from an accredited college or university with the course work necessary for certification by the Wyoming Professional Teaching Standards Board and must hold a valid teaching certificate

Reports To: Building Principal as assigned

Terms of Employment: Salary and work year established by the Board.

Job Goal: To assist students overcome problems that impede learning and to assist them in making educational, occupational and life plans that indicate promise for personal fulfillment as mature and responsible men and women.

Performance Responsibilities:

1. Assists the principal registering students in school and orienting them to school procedures and the school's varied opportunities for learning.
2. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores, grades and other pertinent data and works with the students in evolving education and occupational plans in terms of such evaluations.
3. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding and maturity.
4. Takes an active role in interpreting the school's objectives to students, parents and the community at large.
5. Works with teachers and other staff members to familiarize them with the general range of services available and to improve the educational prospects of students being counseled.
6. Assists with the preparation and processing of college, scholarship and employment applications.
7. Keeps an up-to-date library of college and university catalogues, college profiles, scholarship information, testing information and institutions offering post-secondary vocational training and education.
8. Maintains a supply of current application forms and information booklets for college entrance examination board tests and for the American College Testing program.
9. Obtains and disseminates information about financial aid programs for college entrants and other advanced education programs.