

1 **Board Policies**
2 **Series: 500**
3 **Section: 530**
4 **Policy #: 531.5**
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**BLAIR TAYLOR SCHOOL DISTRICT
PERSONNEL
PROFESSIONAL STAFF POLICIES
SCHOOL COUNSELOR**

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8 **JOB TITLE:** School Counselor
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10 **JOB SUMMARY:** To assure that all students systematically receive informed guidance to maximize
11 their learning in school, to make well informed educational and vocational plans and
12 to make meaningful decisions in cooperative collaboration with parents and school
13 staff.
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16 **REPORTS TO:** Building Principal
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20 **JOB DUTIES:**

21 The Blair-Taylor School District Comprehensive School Counseling Program is an integral part of the
22 primary educational mission of the district. This program supports, facilitates and encourages
23 classroom instruction and student achievement. Our school counseling program is proactive and
24 preventive in its focus. It assists students in acquiring and using life-long learning skills. More
25 specifically, our school counseling program employs strategies to enhance academics, encourage
26 self-awareness, foster interpersonal communication skills, provide career awareness, develop
27 employment readiness, and impart life skills for all students.
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29 The Blair-Taylor School District Comprehensive School Counseling Program is based on the
30 National Standards for School Counseling Programs and the Wisconsin Comprehensive School
31 Counseling Model, which integrates academic, career, and personal /social development. The
32 school counseling program reflects the progression of student development from pre-kindergarten
33 through grade 12. It is delivered through a direct service program consisting of the following
34 components:
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- 36 • School Counseling Curriculum – This curriculum consists of structured lessons designed to
37 help students achieve the desired competencies and to provide all students with the
38 knowledge and skills appropriate for their developmental level. The school guidance
39 curriculum is delivered throughout the school's overall curriculum and is systematically
40 presented by professional school counselors in collaboration with other professional
41 educators in K-12 classroom and group activities.
- 42 • Individual Student Planning – Professional school counselors coordinate ongoing systemic
43 activities designed to help students establish personal goals and develop future plans.
- 44 • Responsive Services – Responsive services are preventative and/or intervention activities
45 meeting students' immediate and future needs. These needs can be necessitated by events
46 and conditions in students' lives and may require any of the following:
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 - 48 o individual or group counseling
 - 49 o consultation with parents, teachers and other educators
 - 50 o referrals to other school support services or community resources
 - 51 o peer helping
 - 52 o information

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54 Professional school counselors develop confidential relationships with students to help them
55 resolve or cope with problems and developmental concerns.
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57 • System Support – System support consists of management activities establishing,
58 maintaining and enhancing the total school counseling program. These activities include
59 professional development, consultation, collaboration, program management and
60 operations. Professional school counselors are committed to continual personal and
61 professional development and are proactively involved in professional organizations
62 promoting school counseling at the local, state and national levels.
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64 **Confidentiality**

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66 All information shared with the school counselor is confidential unless it involves:

- 67 ✓ A plan to harm self or others
- 68 ✓ Abuse or neglect
- 69 ✓ A student is under the age of 16 and is sexually active

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71 In these situations, school counselors are required by law to report this information to parents and/or
72 the appropriate agencies.
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74 **QUALIFICATIONS:** Qualifications have been identified as REQUIRED or PREFERRED for the job.

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76 (R) = Required
77 (P) = Preferred

- 78
79 (R) Interpersonal skills to deal courteously and effectively with students, teachers, administrators, and
80 the public.
- 81 (R) Masters Degree in Guidance and Counseling and valid Wisconsin School Counselor License
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83 (P) Possess prior classroom, small group, and individual counseling skills in an educational setting.
- 84
85 (P) Expertise in parenting classes, family therapy, AODA issues, career development, child advocacy,
86 early childhood and/or child development.

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88 **PHYSICAL CHARACTERISTICS:**

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90 The Dictionary of Occupational Titles characterizes this job as a sedentary position. Sedentary work
91 is defined as: Exerting up to 10 pounds of force occasionally and/or during negligible amount of force
92 frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary
93 work involves sitting most of the time, but may involve walking or standing for brief periods of time.
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95 The Classification of Jobs further defines the physical factors as: Frequently talking, hearing and
96 working with near visual acuity. Occasionally reaching and handling.
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98 **TERMS OF EMPLOYMENT:** 190 day contract; additional curriculum time may be assigned in accordance
99 with the Master Agreement.

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101 **EVALUATION:** Annually for three year probationary period and at least once triennially
102 thereafter.
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106 **LEGAL REFERENCE:** 118.19, 118.21, 121.02(q) Wis. Stats.

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108 **FIRST READING:** 10/07/91 **ADOPTED:** 10/21/91
109 **AMENDED:** 08/30/04
110 **Reviewed:** 01-18-10

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112 **CLERK:** _____