



**REGIS CATHOLIC SCHOOLS
JOB DESCRIPTION
SCHOOL COUNSELOR – K-5**

REPORTS TO: Building Principal(s)

The responsibilities of the School Counselor include, but may not be limited to, the following:

1. Be an active member of the administrative team at the school.
2. Be an active member of the curriculum committee for the school.
3. Provide a guidance curriculum to help students develop their full potential.
4. Review progress reports and grade reports of students and provide intervention assistance as needed.
5. Arrange and conduct staffings on students as requested by students, parents, administrators and/or teachers.
6. Provide direct counseling to students with personal-social problems and refer students to other professionals when appropriate.
7. Implement an effective referral and follow-up process.
8. Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
9. Work with students and guide them toward acquiring self-responsibility habits; assist students in the acquisition of study skills, academic opportunities, and benefits.
10. Prepare an annual budget for the guidance department to be submitted at the appropriate time.
11. Prepare written articles for the parent or student newsletters.
12. Provide appropriate information to faculty on a student or students if requested.
13. Provide support to strengthen the efforts of teachers, staff, parents, pastors and administration.
14. Be an advocate for students.
15. Schedule appointments, meetings, and facilities as needed; assist in coordinating communication and calendar dates with Diocese, parish(es), and RCS schools.
16. Keep in confidence any administrative, faculty/staff, or parent discussions/decisions.
17. Maintain professional, cooperative, and friendly relationships with students, parents, visitors, and all staff.
18. Demonstrate support of fellow employees and administration through actions and comments.
19. Attend meetings, workshops, conventions, and training sessions when needed.
20. Adhere to the laws, policies, procedures, and ethical standards of RCS, the Diocese of La Crosse and the school counseling profession.
21. Perform other duties which are not outlined here but are required for the smooth operation of the school and/or student achievement and/or the spiritual well-being of the students and are delegated by the Building Principal.

I have read and understand the responsibilities connected to the position of Regis Catholic Schools' Elementary School Counselor. My signature below indicates that I am ready to accept all these duties.

School Counselor

Date

Building Principal

Date