

Laramie County School District #2
Fall 2005

Title: Counselor or Social Worker

Qualifications:

1. Wyoming School Counselor or Social Worker Certification.
2. Knowledge of and skill in using current counseling techniques.

Terms of Employment:

- 1a. Teacher days according to district guidelines (elementary).
- 1b. Approximately 200 days (secondary)
2. Designated by contract.
3. Certified Salary Schedule.

Reports to: Building Principal

Essential Functions:

1. Be a resource to teachers and district consultants on student testing, discipline, substance abuse, interpersonal relationships, career choices, post-secondary education, etc.
2. Serve on the Special Education IEP teams of respective schools, as appropriate.
3. Administer district and/or state achievement testing programs in respective schools and interpret test results to students, parents and staff.
4. Supervise the school substance abuse program.
5. Counsel with individual students as requested by parents, school officials and students.
6. Initiate counseling for some students who may not understand the need for it.
7. Coordinate counseling services with other community agencies.
8. Serve as Building Intervention Team (BIT) chair and 504 chair for respective schools.
9. Coordinate students who transition from building to building.
10. Work closely with parents in developing an educational program for their children that will best meet the needs of the individual student.
11. Understand and support school and district policies in counseling with students.
12. Prepare district and state reports as needed in the areas that are supervised or administered by the counselor.
13. Perform other duties as assigned by the Principal.

Additional High School Counselor Functions:

1. Coordinate testing and programs related to career guidance and post-secondary education.
2. Actively work with all students in seeking a post high school career direction, including but not limited to seeking scholarship, grants, financial aide and arranging for career interviews.
3. Gather information and place students in the appropriate academic setting, including constructing an effective high school class schedule.
4. Supervise the registration of students in the respective schools.
5. Maintain current graduation requirement records on all high school students.