

**LITTLE WOUND SCHOOL BOARD  
POSITION DESCRIPTION**

**HIGH SCHOOL COUNSELOR**

**SUPERVISOR:** High School Principal

**JOB SUMMARY:** The counselor proactively assist all students to develop and apply skills for maximum educational, career, personal, and social growth during school years and beyond.

**DUTIES AND RESPONSIBILITIES:**

1. Work with students in individual and small group.
2. Assist students with creating an academic plan for their education.
3. Work with students to develop critical life skills such as organization and time management.
4. Help students work through difficult situations, such as a divorce or death in the family
5. Maintain accurate files on all students and their progression through high school and into the college application process.
6. Develop the master schedule and individual schedules for all high school students.
7. Assess the transcripts of transfer students to determine the award of credits and the recommended sequence of classes. If necessary, recommend and conduct placement testing for students whose transcripts are marginal.
8. Provide current transcripts, grade point average and class rank information as requested.
9. Manage the Dual Enrollment program. Be the liaison between higher education dual enrollment partners and Little Wound High School.
10. Help students to see careers that align with their strengths and personality.
11. Help students chart their course toward higher education and the academic path that is necessary to follow to achieve this.
12. Provide college scholarship resources; organize financial aid workshops.
13. Serve as liaison between Little Wound High School and college and scholarship services.
14. Pursue professional development opportunities. Including attending conferences and professional meetings to remain current with industry trends.
15. Oversee all students' scholastic and award programs and ceremonies.
16. Adhere to the LWS policies and procedures.
17. Other duties as assigned by supervisor.

**Assessment Support**

1. Utilize assessments to help students to identify their strengths, personality types and how they can capitalize on these in order to find their educational path.
2. Arrange for SAT and/or ACT preparatory classes to be offered on campus.
3. Provide guidance activities such as PSAT interpretations, ASVAB interpretations, college selection and admissions information, etc.

**College Guidance**

1. Counsel and assist students to identify resources for scholarships and financial aid for colleges and universities.

2. Produce regular communications targeting juniors and seniors throughout the school year.
3. Assess all submissions from students/parents who have completed approved on-line courses for high school credit.
4. Provide student and parent updates throughout the year on college application and scholarship information and deadlines.
5. Create and submit materials to colleges in support of college applicants, including transcripts and references/recommendations.
6. Lead students in the exploration of “best-fit” college options, gain an understanding of their admissions chances/opportunities/obstacles, and help them to streamline the complexities that must be navigated in order to reach gain admission to the college of their choice.
7. Cultivate mutually beneficial working relationships with college admissions professionals and local area college counseling colleagues. Facilitate visits between students and college representatives on campus. Arrange and direct visits to relevant colleges and college fairs.

### **QUALIFICATIONS:**

1. Must possess a MA in Counseling with appropriate South Dakota Teaching endorsement and certification.
2. Previous counseling experience preferred.
3. Knowledge of reservation environment and Indian education.
4. Demonstrate skills in individual and group counseling, careers, facilitation of training sessions, and knowledge of supportive services.
5. Indian preference and veteran’s preference considered.
6. Must successfully pass pre-employment screening activities.

200 day contract  
Exempt