

**TAKINI SCHOOL
POSITION DESCRIPTION**

POSITION TITLE: Elementary & Secondary Counselor

**SUPERVISION: Academic Supervisor
K-12 Administrator**

POSITION RESPONSIBILITIES:

1. Implements the Guidance Curriculum through effective instructional skill and the careful planning of student group sessions (classroom activities, group activities).
2. Implements **Individual Student Planning** through effective use of guidance and counseling skills (individual appraisal, individual advisement and placement).
3. Implements **Responsive Services** (consultation, personal counseling, crisis counseling).
4. Implements System Support through effective program monitoring and management as well as providing necessary support for other programs.
5. Coordinate school wide testing program.
6. Assist in student scheduling and registrations.
7. Other duties as assigned.

QUALIFICATIONS:

1. A bachelor's degree from an accredited four year college or university.
2. The completion of one of the following:
 - a. Elementary or secondary teacher certificate and completion of an approved masters degree in school guidance and counseling;
or
 - b. An approved masters degree in school guidance and counseling including 500 clock hours of internship in a school under the supervision of a certified counselor and counselor education.
3. Guidance – Counselor certification endorsement from the South Dakota Department of Education and Cultural Affairs.
4. Performs such other duties as assigned.