



PURPOSE:

The School Counselor coordinates a comprehensive guidance and counseling program for all students in the district based on the Oregon Framework for School Counseling Programs and its components (Guidance Curriculum, Individual Planning, Responsive Services, System Support, and Student Advocacy) and provides services to all students in the academic, career, community involvement and personal/social domains in concert with school staff, parents, the community and the students themselves. The School Counselor also assists students in dealing with special problems and needs as well as the development of personal/social behaviors. This position will focus on providing support for college, post-secondary and career-based learning opportunities for all students.

REPORTS TO:

Site administrator.

QUALIFICATIONS:

- Secondary (9-12): Valid Counseling Certificate from Teacher Standards and Practices.
- Maintain a valid Oregon Driver's License and personal transportation
- Bilingual in Spanish preferred
- Passes required criminal background check
- Prefer prior experience within the high school setting

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provides for the health and safety of students in all school settings.
- Knowledge of counseling theory and techniques, curriculum, education code, district policies and problem-solving methodology.
- School-Wide System Support.
- The School Counselor encourages staff involvement to ensure the implementation of guidance curriculum providing resources and in-service trainings as needed.
- Academic, career, personal and social development for all students.
- May coordinate and/or support intervention team process.
- Develops and maintains positive, appropriate professional relationships with students and recognizes necessary boundaries in interacting with students.
- Maintains and verifies completeness of records, meet schedules and deadlines, communicates with persons of varied social, cultural and education backgrounds, communicates in oral and written form.
- Exceptional knowledge of pathways to attain necessary training for careers.
- Ability to promote program solutions for K-12 districts as they interface with private industry technical schools and collegiate level institutions.
- Demonstrated ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds.
- Basic computer skills including Google applications and ability to navigate basic database and/or student information programs.
- Maintain integrity of confidential information in all areas.
- License or Bachelor's degree with demonstrated experience guiding individuals as they transition to post-secondary training and careers.
- Scholarship Management:
 - Coordinate the posting, submission, and selection process of new and existing scholarships.



- Assist students, parents and adult learners in selecting/applying for scholarships and other support programs.
- Provide post-secondary application assistance for students and adult learners, including assistance with FAFSA.
- Scholarship application assistance for students.
- Oversight of career information and exploration:
 - Provide professional development support for career instruction and exploration.
 - Develop partnerships with military recruitment agencies and coordinate opportunities for students to investigate.
- Work Force Development Facilitation:
 - School to work liaison between CTE programs and local businesses
 - Maintain regular office / drop-in center hours.
 - Develop marketing materials, brochures presentations and forms for various programs including business and education partnerships.
 - Develop and maintain partnerships with business and community members; solicit and recruit participation of new partners, including alumni and diverse groups.
 - Schedule and train community volunteers.
 - Train and support adult mentors to assist high school students to meet educational and career goals.
 - Coordinate mock interviews, job shadow experiences, internships and apprenticeships for students and adult learners.
 - Coordinate Career Fair opportunities.
 - Scheduling post-secondary visitation trips.
 - Schedule and proctor placement exams.
 - Coordinate and supervise summer internships for students.
 - Work with regional CTE and workforce development training.
 - Coordinate community partners to provide services in regards to work force Development.
 - Create and maintain positive working relationships with various post-secondary institutions including colleges, universities, technical programs, etc.
 - Schedule and proctor various career testing and placement assessments.
 - Arrange informational presentations for students, families and adult learners regarding industry opportunities, post-secondary applications, financial assistance, etc.
 - Assist with identifying and writing of grants.
 - Participate on workforce training and product development teams.
 - Represent Eagle Point High School and Eagle Point SD on various local and regional boards.
- Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

- Stamina for eight hours of student instruction and supervision.
- Use of hands for repetitive motions, such as writing and typing.
- Standing/walking: 3-6 hours/day
- Sitting: 2-4 hours/day
- Occasional bending, kneeling, squatting, climbing of stairs or ladders.
- Lifting/carrying: up to 40 lbs.



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- Occasional physical interaction with students, as provided by law and to ensure the physical safety of the student and/or others.

Rate of Pay:

According to Salary Schedule