



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.

REPORTS TO:

- Site Administrator

QUALIFICATIONS:

- Master's Degree in School Counseling, Counseling, Social Work or related field.
- Passes required criminal background check.
- Elementary (K-8): Valid Counseling Certificate from Teacher Standards and Practices or approval by Oregon Department of Education as a Child Development Specialist.
- Secondary (9-12): Valid Counseling Certificate from Teacher Standards and Practices.
- Maintains a valid Oregon Driver's License and personal transportation.

ESSENTIAL FUNCTIONS:

- Skills to communicate effectively, problem solve and utilize technology.
- School-Wide System Support.
- Maintains integrity of confidential information relating to students, staff or district patrons.
- Maintains satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Strong work ethic.
- Good organizational skills.
- Supports the philosophy and mission of School District 9.
- Knowledge of counseling theory and techniques, curriculum, education code, district policies and problem solving methodology.
- Provides for the health and safety of students in all school settings.
- 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.
- Is familiar with and adheres to all relevant Board policies and administrative regulations, TSPC standards, building rules, and applicable state and federal law.

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 physical interaction with students, as provided by law, and to ensure the physical safety of the student and/or others.
- Occasional bending, kneeling, squatting, climbing of stairs or ladders.
- Lifting/carrying: up to 40 lbs.

GENERAL RESPONSIBILITIES

The School Counselor implements the Guidance Curriculum Component through the use of instructional skills and the careful planning of structured group sessions for all students.

- The School Counselor facilitates the instruction of guidance lessons.
- The School Counselor encourages staff involvement to ensure the implementation of guidance curriculum providing resources and in-service trainings as needed.



The School Counselor implements the Behavior Plans, Individual Planning Component by guiding individuals and groups of students and their parents through the development of plans that lead to educational and career success.

- The School Counselor, in collaboration with parents and staff, helps students plan toward success through goal-setting and organizational skills.
- The School Counselor provides accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information.

Professional Development and Performance:

- Participates in necessary meetings, trainings and other staff development opportunities to meet the needs of the counselor and the counseling program.
- Achieves and maintains satisfactory levels of performance as described in the district and school evaluation policies and procedures, and as communicated by the administration.
- The School Counselor implements the Responsive Services Component through the use of individual and small group counseling, consultation and referral.
- School counselor serves as a member/leader of the crisis intervention team.
- The School Counselor provides counseling for individuals and small groups of students with identified educational needs/concerns.
- The School Counselor consults with parents, teachers, administrators and other relevant individuals to meet educational student needs.
- The School Counselor assists with referrals in collaboration with parents, administrators, teachers and other school personnel.
- May coordinate some programs (e.g., 504, TAG, etc.)
- May coordinate and/or support intervention team process.
- Academic, career, personal and social development for all students.
- Familiar with intervention programs and community resources.
- Ability to restrain.
- The School Counselor implements the System Support Component through counseling program management and support for other educational programs.
- The School Counselor administers and evaluates a comprehensive and balanced counseling and guidance program in collaboration with school staff.
- The School Counselor provides support for all other school programs and carries out responsibilities as appropriate.
- The School Counselor implements the student advocacy component to achieve academic success.
- The School Counselor works proactively to remove personal and social barriers to learning.
- The School Counselor empowers students to be positive advocates for themselves and others.

The School counselor fulfills professional responsibilities.

- The School Counselor uses communication and positive interaction with the entire school community to help all students be successful.
- Develops and maintains positive, appropriate professional relationships with students and recognizes necessary boundaries in interacting with students.
- Responds in a cooperative and positive manner to supervision and direction.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.



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- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Performs other duties as assigned.

RATE OF PAY:

As per collective bargaining agreement

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: August 14, 2013