

North Wasco County School District
Job Description – Elementary Counselor

Title:	Elementary Counselor
Classification:	Licensed
Reports To:	Building Principal
Work Year	190 Days/Year

Job Purpose Statement/s:

The School Counselor will provide guidance to students in the development and implementation of appropriate educational plans. Assist students in dealing with special problems and needs as well as the development of personal/social behaviors. This person will also provide students with skills to formulate tentative career goals. The School Counselor must perform duties in accordance with District Policies and terms of the teacher contract and maintains a cooperative attitude with staff, parents and students.

Job Qualifications & Licensure:

- Master's Degree or higher degree (*required*) with a major in one or more of the following areas: Counseling, Community Health, and or Psychology.
- Valid Oregon Teaching License and endorsement(s) from the Teacher Standards and Practices
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- Maintain integrity of confidential information relating to students, staff, or district patrons
- Ability to work harmoniously with others

Skills, Knowledge and/or Abilities

- Bring an expertise and resource to RTI model around process and developing problem-solving practices that are most effective.
- Provide a leadership role in the development and implementation of school wide, class, and individual behavior and academic programs.
- Provide orientation and support to new students and families, as well as students newly identified as in need of specific plans (i.e., Individual Education Plan (IEP) and 504).
- Work with school staff to identify students in need of support or development of social and emotional capacity and skills.
- Implement programs or services that support the school wide systems of behavior and instructional support (i.e., EBS and EBIS).
- Coordinate the school counseling and guidance program.
- Help coordinate and support special education service delivery.
- Have a thorough understanding of the requirements related to state and possibly District standards in Counseling.
- Facilitate communication between student, parent and staff.
- Develop and maintain positive interpersonal relationships
- Maintain an ongoing personal program of professional growth and development.

Individual and Group Assessment

North Wasco County School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran's status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

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- Coordinate the school’s assessment programs, such as the DIBELS, N-Nat, NAEP, and Oregon Statewide Assessment.
- Collaborate with principal and literacy specialist to lead the Effective Behavior and Instructional Support (EBIS) and Effective Behavior Support (EBS) processes.
- Coordinate with principal and special education specialists to implement Referral Management Team processes.
- Conduct and train and support staff in functional behavior assessments and developing and implementing intervention plans.

Planning and Placement

- Review records for new and transfer students.
- Coordinate placement and orientation of students.

Program Implementation/Instruction

- Implement individual behavior plans; consult with and orient teachers to plans.
- Implement or assist in the implementation of guidance curricula including social skills, safety, and related curricula.
- Serves as the building level 504 Coordinator
- Work directly with students, families, and staff to improve student behavior or emotional functioning.
- Interpret the results of functional behavior, social-emotional, or psychological assessment to families, staff, and the student, as appropriate.
- Provide specially designed instruction in the social, emotional and behavioral realm, as specified on IEPs.
- Participate in the development of IEPs.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

Physical Requirements:

- In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input type="checkbox"/> Pushing and Pulling	<input type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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- Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:

<input type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
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- { } Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- {x} Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As a mandatory reporter (ORS.419b.010), you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

EMPLOYEE STATEMENT:

"I have reviewed the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date

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