

North Wasco County School District
Job Description – Middle/Secondary Level Counselor

Title: Secondary Counselor – Middle & High School

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:

- BA/BS or higher degree (*required*) with a major in one or more of the following areas: Curriculum, Elementary Education, Secondary Education, Psychology, or Social Services.
- Valid Oregon Teaching License and endorsement(s) from the Teacher Standards and Practices Commission in the State of Oregon; and displays a willingness to teach any qualified subject area (School Counselor)
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).
- Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance.
- Knowledge of age appropriate counseling methods, counselling ethics, core standards, family dynamics, human social and emotional development, social agency procedures, and education code.

Skills, Knowledge and/or Abilities

The competent school counselor will:

- Have a thorough understanding of the requirements related to state and possibly District standards in Counseling.
- Provide counseling services.
 - Conduct timely individual counseling sessions as requested by students, staff and parents.
 - Provide group counseling options for designated students.
 - Facilitate communication between student, parent and staff.
 - Clarify goals and move toward appropriate solutions.
 - Monitor and evaluate to assure agreements are met.
 - Provide immediate counseling for students in crisis.
- Provide individual/special services.
 - Provide counseling services for students with disabilities.
 - Communicate with school and community resources as an advocate for students with special needs.
 - Refer students/parents with special needs to appropriate agencies.
 - Inform special need students of alternative sources of education and services.
 - Schedule regular classroom guidance sessions as appropriate.

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- Design and participate in orientation activities, especially at the transition levels and for students transferring into the District.
- Administer and interpret a variety of assessment instruments.
- Serves as the building level 504 Coordinator.
- Provide appropriate scheduling information.
 - Demonstrate an awareness of curriculum offerings sufficient to assist students in attaining graduation requirements.
 - Assess student schedules and provide appropriate guidance to insure the attainment of individual student goals and needs.
 - Assist in the forecasting and registration process.
- Provide career guidance.
 - Make students aware of career/job opportunities, their characteristics, their requirements and necessary career planning.
 - Assist students to develop habits, attitudes and skills for successful job acquisition and job retention.
 - Assist students/parents in achieving financial assistance for career/educational opportunities.
- Perform other related duties as assigned by the Principal and/or Superintendent.
 - Perform duties in accordance with District policy and terms set forth in the negotiated agreement.
 - Assist in the enforcement of school and school district rules and policies.
 - Assume a share of the responsibility for non-classroom student activities within the assigned work day.
- Develop and maintain positive interpersonal relationships
 - Model personal behaviors of honesty, fairness, courtesy consideration, respect, and cultural awareness and responsibility.
 - Maintain a cooperative relationship with administration, staff, students and parents.
 - Share appropriate information with parents and with other staff members.
- Maintain an ongoing personal program of professional growth and development.
 - Develop and implement annually an approved plan for professional growth and development.
 - Identify and request to attend professional workshop activities intended to increase the counselor's effectiveness.
 - Participate in District sponsored in service offerings appropriate to assignment.
- Maintain an attitude of helping in the total school atmosphere.
- May be asked to plan for and deliver direct classroom instruction on a variety of health, wellness and behavioral topics.
- Acts as a liaison for community referrals and resources.
- Monitor and track student attendance and takes action, in cooperation with building administration, to reduce truancy.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications

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and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

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:

1. In an eight-hour day employee may:
a. Stand/Walk { }None { }1-4 hrs {x}4-6 hrs { }6-8 hrs
b. Sit { }None { }1-3 hrs { }3-5 hrs {x}5-8 hrs
c. Drive { }None { }1-3 hrs {x}3-5 hrs { }5-8 hrs
2. Employee may use hands for repetitive:
{x}Single Grasping {x}Pushing and Pulling {x}Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:
{ }Yes {x}No
4. Employee may need to:
a. Bend { }Frequently {x}Occasionally { }Not at all
b. Squat { }Frequently {x}Occasionally { }Not at all
c. Climb Stairs { }Frequently {x}Occasionally { }Not at all
d. Lift { }Frequently {x}Occasionally { }Not at all
5. Lifting:
{ } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
{x} Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
{ } 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)."

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Print Name

Employee Signature

Date

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