

## Creswell SD 40

### 1.0 FTE School Counselor-Creswell High School for the 2025-26 School Year (738)

#### JOB POSTING

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##### **Job Details**

*Posting ID*

**738**

*Title*

**1.0 FTE School Counselor-Creswell High School for the 2025-26 School Year**

*Description*

Creswell School District is seeking appropriately licensed candidates for a 1.0 FTE School Counselor position to join the outstanding staff at Creswell High School for the 2025-26 school year.

**This position is open until filled. Applicant screening begins May 19th.**

**WORK YEAR: 190 days**

##### **JOB SUMMARY:**

Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program (as described by ODE) that addresses academic, career and personal/social development for all students. Counselors consult with students, teachers, parents and community resources to identify developmental needs and design prevention or intervention activities in order to guide students toward academic success and post-secondary transitions.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential duties of this position include the following tasks. Employees in this position perform some or all of the following tasks. Other duties may be assigned at any time.

- Develop and implement the district's high school guidance and counseling program which promotes healthy lifestyle choices, appropriate social and peer interactions and academic achievement.
- Assists in the coordination and implementation of the school's group testing program(s).
- Assist students in defining long-range and short-range educational goals including course selection, preparation for college and other postsecondary education/training opportunities.
- Demonstrate knowledge and understanding of the American School Counselor Association (ASCA) framework to be implemented in accordance with the district's Comprehensive School Counseling Program.
- Regularly use oral, written and electronic communications to students and parents regarding student social/emotional needs and academic progress. Attend parent teacher conferences and schedule parent conferences as needed or requested.
- Maintain school rules and standards of student behavior for a safe and productive learning environment. Work with the principal, school staff, and parents regarding individual student behavior and discipline issues.
- Coordinate with teachers, college and university personnel, resource specialists and/or community partners for the purpose of making referrals, providing requested information, and gaining information.
- Observe, evaluate and refer students who need additional services or support from community partners/agencies.
- Demonstrate knowledge and skill in applying conflict management and dispute resolution techniques.
- Prepare documentation (e.g. observations, progress, contacts with parents, teachers, outside professionals, etc) for the purpose of tracking student needs, referrals and communication.
- Develop and support student/parent workshops and information concerning scholarships, financial aid, college applications, work experience or other post-secondary opportunities.
- Develop and use a tracking system for monitoring the resources and support provided to students.

- Demonstrate up to date knowledge of post-secondary program eligibility requirements (e.g. financial aid, college eligibility and admissions, military recruiting practices, workforce employability skills, etc.).
- Supervise students on school grounds, on field trips and at various school functions.
- Assist teachers with guidance units as assigned.
- Manage the process for developing, reviewing and maintaining student 504 documents and records according to Section 504 of the Rehabilitation Act of 1973.
- Manage the process for developing, reviewing and maintaining student TAG Plans and communicating plans to students, parents and teachers.
- Assists with the development of the master schedule including building the schedule in the school information system.
- Assist in developing student academic plans.
- Create student schedules within the master schedule program.
- Work with individual students to align schedules to learning goals.
- Use technology, including the district's student information system to maintain accurate records, assign student schedules, track attendance and discipline, etc.

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Non-essential duties of this position include the following tasks. Employees in this position perform some or all of the these tasks. Other duties may be assigned at any time.

- Attend in-service training, staff meetings and other meetings as assigned. Attends professional growth activities related to job responsibilities.
- Provide staff development activities for staff during in-service meetings, including positive communication, human relations, adolescent growth and development and student discipline/guidance.
- Serves on building and district committees and councils as assigned.

#### **GENERAL PERFORMANCE REQUIREMENTS:**

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Creswell School District and enhances learning.
- Maintain regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedule.
- Observe laws, district policies and procedures, and professional standards for this position.
- Work effectively and collaboratively with diverse student, parent and community populations
- Carry out work responsibilities with strong organizational skills, effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff and parents.
- Support students and staff in the district's career related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Collect, record, store, retrieve, assimilate, organize and utilize information and records electronically and by using traditional methods.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

#### **MINIMUM QUALIFICATIONS:**

- Must have a Bachelor's or Master's Degree
- Oregon School Counselors License through TSPC with a School Counselor Endorsement
- Good communication skills with staff, parents and community.

#### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of members of the Oregon Education Association.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent or prolonged standing, walking and sitting.
- Possibly moderate to high noise level.
- Frequent and prolonged talking/listening in conversations/meetings.
- Requires accurate perceiving of sound, near and far vision, depth perception.
- Requires handling and working with a variety of materials and objects.
- Work may occasionally involve lifting/carrying objects weighing 15-25 pounds.
- Possible exposure to bodily fluids due to student injury or illness.
- Exposure to a variety of chemicals comprising instructional and art supplies and materials.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision may be required.
- This position involves working in close proximity to groups of students and adults.
- Evening and/or extended work hours may be required.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

Creswell School District is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Creswell School District is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Breanna Manzone, 541-895-6002, [bmanzone@creswell.k12.or.us](mailto:bmanzone@creswell.k12.or.us).

<i>Shift Type</i>	<b>Permanent</b>	<i>Salary Range</i>	<b>\$44,808.00 to \$89,858.00</b>
<i>Salary Code</i>	<b>Annual</b>	<i>Job Category</i>	<b>Licensed</b>
<i>External Job Application</i>	<b>OR Teacher Application</b>	<i>Internal Job Application</i>	<b>Internal</b>
<i>Location</i>	<b>Creswell High School</b>	<i>Posting Status</i>	<b>Active</b>