



# SCHOOL DISTRICT

Preparing children for an ever changing world

504 N. Third Ave. / PO Box 28  
Rockaway Beach, OR 97136  
Phone: 503-355-2222  
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[www.nknsd.org](http://www.nknsd.org)

January 9, 2025

**POSITION:** 26-27 High School Counselor

**LOCATION:** Neah-Kah-Nie High School

**DURATION:** Full-time, 191 days per year

**TO APPLY AND/OR QUESTIONS CONTACT:**

Karen Wheeler, Administrative Assistant/HR Coordinator  
Neah-Kah-Nie School District  
PO Box 28/504 N. Third Avenue  
Rockaway Beach, OR 97136  
Phone: 503-355-3506

**SALARY RANGE:** \$49,948 - \$98,894

**APPLICATION TIMELINE:** Open until filled

**APPLICATION REQUIREMENTS:** Submit application to [SchoolSpring](#) Apply to position #602. Only complete applications will be considered. A complete application must consist of the following: SchoolSpring application, cover letter, two letters of recommendation, transcripts and teaching license.

**QUALIFICATIONS:** See attached job description. Must have or be eligible for appropriate TSPC licensure with Reading endorsement. Must be able to pass Oregon Department of Education Criminal History Background check and pre-employment drug screen.

**BENEFITS:**

**Medical, Dental and Vision Insurance (insurance cap in table below), Retirement Plan, three personal leave days per year, one day of sick leave earned each month, family sick leave, paid holidays, life insurance, HRA VEBA for any amount of unused insurance cap dollars. Other employee benefits outlined in the Licensed Bargained Agreement can be found by clicking [here](#).**

Insurance Maximum Contributions				
	Full Family	Employee/Spouse	Employee/Child	Employee Only
2025/26	\$ 2,510.00	\$ 1,758.00	\$ 1,543.00	\$ 804.00
2026/27	TBD pending contract negotiations			

For additional district information and to apply visit our website at: [www.nknsd.org](http://www.nknsd.org)

Neah-Kah-Nie School District is an equal opportunity educator and employer. The district does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race, color, age, sex, national origin, handicap, or otherwise as proscribed by applicable state and federal laws and regulations.

The District, in support of employment practices free of barriers to disabled persons and in compliance with the Americans with Disabilities Act of 1990, provides reasonable accommodations necessary upon request and appropriate notice. For further information or assistance, contact the District Administration Office at (503) 355-2222. Speech/hearing impaired persons may reach the District through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

VACANCY ANNOUNCEMENT

**NEAH-KAH-NIE SCHOOL DISTRICT**  
**Job Description**

**Job Title:** HIGH SCHOOL COUNSELOR

**Reports To:** High School Principal

**Evaluated By:** High School Principal or Assistant Principal

**FLSA STATUS:** Exempt

**JOB SUMMARY:** Assist students in the successful transition into and from high school, developing plans to meet personal and/or academic goals and occupational educational life plans. Provide appropriate interventions for students facing difficult personal or family problems, which may impede their ability to learn.

**ESSENTIAL FUNCTIONS / PERFORMANCE RESPONSIBILITIES include the following. Other duties may be assigned.**

1. Advise students, parents/guardians for the purpose of providing information on students' progress and/or recommendations regarding their successful transition into and from high school.
2. Coordinate with school community, including teachers, college and university personnel, military, and resource specialists to facilitate the delivery of appropriate programs and services.
3. Counsel students, parents/guardians and teachers through diverse counseling techniques for the purpose of enhancing student success in school.
4. Supervise student testing programs and assists students in evaluating their aptitudes and abilities through interpretation of individual standardized test scores and other pertinent data.
5. Monitor student records for the purpose of developing plans and/or providing information regarding students' goals.
6. Work cooperatively with classroom teachers to best meet the needs of all students.
7. Work cooperatively with administrators to determine the allocation of one's time and prioritization of duties.
8. Assist in the development of the Master Schedule.
9. Assist teachers and administration in establishing school programs and activities, which promote safe, healthy and positive choices for behavior including service-learning and leadership opportunities.
10. Promptly reports any serious accident or illness affecting students or any incident, which might affect the school, teachers or students therein.
11. Schedule student classes for the purpose of securing appropriate placement and meeting graduation and college eligibility requirements.
12. Present information on various topics (e.g. scholarships, financial aid, goal-setting, skill development, scheduling, and post-high school planning) for the purpose of providing required information and/or advice to enhance and support student and family decision making.
13. Provide information and/or learning opportunities for parents/guardians, which address issues pertinent to assisting their high school student succeed.
14. Prepare documentation for the purpose of providing written support and/or conveying information to parents, teachers, external agencies and higher education.
15. Research program eligibility requirements (i.e. financial aid, college eligibility, NCAA, etc.) for the purpose of maintaining knowledge of eligibility requirements and provide counsel to students.

16. Maintain professional competence through inservice education activities provided by the District and/or in self-selected professional growth activities.
17. Maintain professional confidentiality concerning individual student data and achievement.
18. Coordinate and assist appropriate instruction or learning opportunities for students with specialized programs, including TAG, students with behavioral IEP's and 504's.
19. Take all reasonable precautions to provide a safe, secure learning environment.
20. Assist in student testing and interpretation of results.
21. Participate in various meetings (e.g. staff, team, parent conferences, in-service training, etc.) for the purpose of receiving and/or providing information or sharing expertise.
22. Maintain a high level of professional integrity by adhering to the Teacher Standards and Practices requirement for an Ethical Educator, (as written in the Staff Handbook) as well as Board Policy and State Law.
23. Develop a positive working relationship with students, staff, administration, parents and community.
24. Help facilitate and coordinate school-to-work partnerships with the goal of expanding classroom instruction and work-related skills.
25. Maintain satisfactory attendance as defined in District policy and regulations.

#### **SUPERVISORY RESPONSIBILITIES:**

1. Trains, monitors and assigns work to instructional assistants

#### **MARGINAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.**

1. Makes photocopies
2. Moves classroom furniture and organizes classroom
3. Coordinates and/or supervises at special events and/or field trips

#### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Hold a valid Oregon Counselor license/certificate.
2. Possess skills to communicate effectively with the school community.
3. Demonstrated understanding of the Proficiency-Based Admission Standard System (PASS) and diploma requirements.
4. Ability to communicate verbally and in writing fluently in English.
5. Ability to respond verbally and in writing to common inquiries or complaints from students, parents, regulatory agencies or members of the community.
6. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, governmental regulations and legal documents.
7. Ability to write reports, business correspondence and procedure manuals.
8. General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets and word processing software.
9. Criminal Justice Fingerprint clearance

#### **PHYSICAL DEMANDS:**

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.

Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision. (See addendum for details)

**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 job (or the position itself) at any time as it deems advisable.

***I have read and understand the responsibilities and qualifications of this job description.***

*Employee Signature*

*Date*