

**Baker School District 5J**  
**BAKER MIDDLE SCHOOL – SCHOOL COUNSELOR**  
Notice of Position Opening: In/Out of District  
Date Open: June 15, 2021

**POSITION DESCRIPTION**

- Baker School District is currently seeking a candidate as a Counselor at Baker Middle School beginning the 2021-2022 school year. See Video: <https://www.baker5jcareers.org/working-in-baker-video>.
- This position is 1.0 FTE.

**BAKER MIDDLE SCHOOL**

Baker Middle School has four core values that are the foundation of everything we do: Relationships; Sense of Belonging; High Expectations; & Structure and Accountability. With a vision centered on every student doing his/her best, we strive to create an environment that is welcoming, challenging, fun, and structured. Baker Middle School is an amazing place to work where one can have a powerful impact on kids. Please feel free to reach out to get to know more about us!

**POSITION EXPECTATIONS**

- Follow Covid-19 safety protocols established by the District.
- Guide students with academic, behavior, and social development.
- Consult with students, teachers and families to identify developmental needs and design prevention or intervention activities in order to guide students on a healthy path toward adulthood or to help students be successful students and individuals.
- Implement guidance and initiatives according to learning theories and the educational philosophy of the school.
- Promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.
- Work with teachers, family, and the student to resolve barriers to learning for the student.
- Work to develop programs and support services to help reduce dropout rates.
- Provide counseling that leads students to increased personal growth, self-understanding and maturity.
- Work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, emotional adjustment and health-related matters.
- Coordinate transitions between Elementary and Middle School.
- Work with teachers and staff to familiarize them with the range of services offered by the counseling department to improve the educational prospects of individual students being counseled.
- Collaborate with administrators and faculty on matters relating to individual student discipline cases.
- Arrange for tutors and summer remedial programs for students needing makeup or additional academic help.
- Comply with applicable District, state, local and federal laws, rules and regulations.
- Adhere to all Oregon Administrative Rules related to licensed educators / school counselors.
- Lead student support team meetings.
- Coordinates our Positive Behavior Intervention and Support Team.
- Liaison to community agencies.
- Performs other duties as assigned.

## **PROFESSIONAL REQUIREMENTS**

- This position requires the candidate to hold, or be eligible to hold an Oregon School Counselor License through TSPC with the proper endorsement.

## **SKILLS, COMPETENCIES, AND OTHER REQUIREMENTS**

- Master Degree in counseling preferred.
- Experience working with adolescents in a school counseling environment preferred.
- Demonstrate ability to relate positively and work collaboratively with students, teachers, administrators, employers, parents, and the community to achieve best outcomes.

## **SALARY INFORMATION**

- The certified salary scale for the 2021-2022 school year is \$36,638 - \$69,450, depending on years of experience and level of education. Baker School District allows all teaching experience years (substitute years not included) and education to be used in placing the teacher on the salary schedule. Currently, teacher contracts are approximately 1547 hours.
- Baker School District 5J offers a comprehensive and competitive benefits package with multiple choices available to employees. Benefits offered include medical, dental and vision insurance, life insurance, short- and long-term disability, long term care, tax-deferred retirement savings plans, and more. In addition, the District shall pay the six percent (6%) employee contribution (PERS) required by ORS 238.200 and ORS 238A.330.
- This position will start at the beginning of the 2021-2022 school year.

## **APPLICATION PROCEDURE**

You must apply through Frontline at <https://www.applitrack.com/Baker5J/onlineapp/> to be considered and added to the applicant pool. If you have any questions, please call Cathy Martin, Personnel Department, at 541-524-2260, Ext. 1004, or email at [cathy.martin@bakersd.org](mailto:cathy.martin@bakersd.org).

- **In District (Current Employee on Contract with the District)**  
In order to be added to the applicant pool, apply through Frontline and upload a Letter of Interest and a current Resume. Please do not email your documents directly to Cathy Martin.
- **Out of District**  
Apply through Frontline and upload a Letter of Interest, a current Resume, and three current Letters of Recommendation.

## **DISTRICT POLICY**

It is the District's policy to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215). OR Proof of receiving a non-service connected pension from the US Dept. of Veteran's Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.

## **CLOSING DATE**

- Open Until Filled.

Baker School District is an equal opportunity educator and employer and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin, marital status, age, veterans' status, familial status, genetic information, disability, culture and/or financial status.