

Counselor Position at Muddy Creek Charter School
for the 2020-21 School Year - Job Description

POSITION DESCRIPTION

- MCCS is currently seeking a candidate as a Counselor beginning the 2021-2022 school year.
- This position is .8 FTE

BACKGROUND

Muddy Creek Charter School (MCCS) is a rural public school in the Corvallis School District dedicated to the integration of an exceptional academic program with its community--the land and its people. Our mission is “to provide an outstanding K-5 public educational program for children who reside in and around the Muddy Creek Watershed. In a multi-age school environment, the school will deliver a place-based, project-based, integrated arts and science curriculum grounded in its rural agricultural setting and commitment to community service...”

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.

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- 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.

QUALIFICATIONS

- This position requires the candidate to hold, or be eligible to hold an Oregon School Counselor License through TSPC with the proper endorsement.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

GENERAL PERFORMANCE REQUIREMENTS

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in Muddy Creek Charter School, and enhances learning.
- Observe laws, policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- 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.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position.
- Meet applicable school physical ability/health and safety guidelines for the position.

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.

While performing the duties of this job, the employee is regularly required to talk and listen. The employee is regularly required to stand and use hands or fingers to handle, or feel objects, tools, or controls. The employee is required to regularly walk (occasionally on an uneven surface),

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occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch. With school approved training the employee may be required to restrain a student and/or provide physical assistance for extended periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception and the ability to adjust focus.

Must possess sufficient strength, stamina, and dexterity to lift or position students. The employee may be exposed to bloodborne pathogens. Supervision responsibilities require the employee to be able to stand up to 30 consecutive minutes and move rapidly to intervene in situations where a student's safety is being jeopardized.

WORK ENVIRONMENT

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. The noise level in the work environment may be moderate to occasionally high.

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 as it deems advisable.

BENEFIT DETAILS

- FTE: .81 (6.5 hours per day when school is in session)
- Start Date: 9/1/21 for 2021-2022 School Year
- Calendar: 185 Days
- REPORTS TO: Executive Director
- SALARY for 2018-19: \$34,608 - \$62,606 based on experience and education

REQUIRED DOCUMENTS

- Cover Letter
- Current Resume
- Three (3) Letters of Recommendation
- Recent transcripts

CONTACT INFORMATION

Amanda Vanderzee, Administrative Assistant 30252 Bellfountain Rd., Corvallis, OR
97333

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Muddy Creek Charter School Ph: 541-752-0377

Submit application to: office@muddycreekcharterschool.org

An Affirmative Action/Equal Opportunity Employer: Muddy Creek Charter School does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender or sexual orientation in admission or access to the treatment of employment in its programs and activities as required by state and federal law.

Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge OR a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pension.

Disabled Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge AND a copy of the applicant's veteran's disability preference letter from the U.S. Department of Veterans Affairs (unless the information is included on the DD Form 214 or 215).