

TEMPORARY JOB OPENING #829 2025-2026

ELEMENTARY COUNSELOR (.50 FTE – Turner Elementary) SECONDARY COUNSELOR (.50 FTE – Cascade Opportunity Center)

**Location: Turner Elementary & Cascade Opportunity Center
1.0 FTE (97 Days – September 20, 2025 – February 20, 2026)**

DATE POSTED: April 21, 2025

DATE CLOSED: Open Until Filled

SALARY: Salary and benefits based on current district salary and collective bargaining agreement.

APPLICATION PROCEDURE:

1. Application through Frontline Recruiting & Hiring

COMMUNITY EXCELLENCE THROUGH EDUCATION

Cascade School District, USDA, and the State of Oregon are equal opportunity providers and employers.

If you require reasonable accommodations for the application/interview process, please call Cascade School District Human Resources at (503) 749-8010 ext 1802 or speech/hearing-impaired persons may contact the district for assistance through Oregon Relay at 711.

POSITION DESCRIPTION

TITLE: ELEMENTARY COUNSELOR & SECONDARY COUNSELOR

TYPE: Certified

REPORTS TO: Building Administrator

PRIMARY FUNCTION:

To help students resolve such non-academic and academic problems as may interfere with their getting the greatest benefits from the school's educational opportunities and to help them achieve the fullest benefits from the school's non-academic programs, services and offerings.

MINIMUM QUALIFICATIONS:

1. Certification and endorsement in Counseling.
2. Ability to perform the essential functions with the physical, mental and emotional requirements, with or without accommodations.
3. Ability to maintain confidentiality in performing assigned tasks.
4. Ability to collect and summarize data clearly and concisely in written form.
5. Working knowledge of various related services and agencies.
6. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents and staff.
7. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.
8. Ability to obtain valid CPR/First Aid Card.

ESSENTIAL FUNCTIONS:

1. Share with the principal the responsibility for protecting the health and welfare of the students.
2. Supervise the registration, classification, scheduling and testing of students.
3. Assist in the interpretation of school and district programs, policies and procedures to students, parents, staff and community.
4. Work with community and government agencies on non-academic areas of concern including drug abuse and truancy from school.
5. Provide consultation assistance to school staff related to the major concepts of the proactive approach to student issues.
6. Counsel individual students and groups and, when necessary, make appropriate referrals for testing, guidance or psychological counseling.
7. Case manage 504 students.
8. Share responsibility of certifying students for graduation.
9. Work with student services team concerning student interventions and IEPs.
10. Develop and maintain open lines of communication between the school and the home in all matters related to counseling.
11. Satisfactorily perform counseling responsibilities and continually evaluate and reappraise professional performance using District guidelines. Assume the responsibility for seeking help and advice and take full responsibility for demonstrating professional growth and needed improvement.

12. Perform other duties and assume other responsibilities as assigned by the administrator.

OTHER REQUIREMENTS:

1. Ability to communicate both orally and in writing with a variety of people.
2. Ability to function where there may be pressure and in an atmosphere which may be stressful.
3. Ability to stand, walk, or sit on floor while working with students.
4. Ability to make frequent trips from one's location to other classrooms as well as other sites throughout the district.
5. Regular attendance at work and work activities is required.

TERMS OF EMPLOYMENT: 97 Days (Limited Duration 2025-26)

SALARY: Salary and benefits based on current District Salary Schedule and collective bargaining agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.