

**Job Title:** School Counselor  
**Work Days:** 190  
**Salary Range:** \$45,724-\$92,239  
**FLSA Status:** Exempt

**Work Site:** School  
**Reports To:** Principal  
**Effective Date:** February 2020

### **EMPLOYEE VALUE PROPOSITION**

Jefferson County School District is committed to seeing every student realize their full potential while receiving a top-tier education. Our small Central Oregon community is rich in culture and beauty, providing some of the greatest assets Oregon has to offer. You'll find breathtaking views, an abundance of outdoor activities and plenty of unique and enriching community events. It's the perfect place to make an impact on the world, one student at a time.

### **POSITION SUMMARY**

Provides and promotes a comprehensive, developmental program of guidance and counseling to assist students in the areas of academic achievement, personal-social growth and community contribution. Acts as a consultant, in this regard to school staff, parents, and community members. Upholds the highest standards of honesty, integrity, and confidentiality and to advocate for students, taking a leadership role with colleagues.

### **ESSENTIAL FUNCTIONS / MAJOR ASSIGNMENTS**

- Conduct timely individual counseling sessions as requested by students, staff, or parents towards social and emotional growth.
- Makes child abuse reports in compliance with District policy and state laws. Maintain confidential records for school. Provides guidance to school team members on following reporting requirements.
- Effectively teaches District approved curriculum on social emotional learning using Second Step curriculum.
- Participate as a member of the school threat assessment team.
- Plans and provides group/individual counseling options for designated students towards social and emotional growth.
- Effectively engages with the District's school counselor team and school PBIS team. May include other specific teams as well.
- Serve as a member of the school RTI (Response to Intervention) team.
- Facilitate communications between student, parent and staff.
- Clarify goals and assisting students with moving towards appropriate steps in achieving student success.
- Monitor and evaluate student growth.
- Provide immediate counseling for students in crisis.
- Proactively provide information to families about the counseling program and about individual students through a variety of means.
- Continually seek ways to improve the counseling program and make changes as needed in response to student, parent, or teacher input.

- Implement guidance/social emotional learning curriculum through delivery of classroom lessons and infusion in content areas for all students.
- Provide counseling services for all students.
- Communicate with school and community resources and serve as an advocate for students.
- Refer students and parents to appropriate agencies as needed.
- Inform students in need of alternative sources of education and services.
- Schedule regular classroom guidance sessions as appropriate.
- Design and participate in orientation activities, especially at the transition levels, and for students transferring into the district.
- Administer and interpret a variety of assessments.
- Participate in and facilitate the student services intervention team process.
- Serves as a 504 team coordinator.
- Provide appropriate scheduling information.
- Demonstrates an awareness of curriculum offerings sufficient to assist students in attaining academic requirements.
- Establishes the school master schedule in partnership with school leadership and provides appropriate student guidance to ensure the attainment of individual goals and needs.
- Assist in the enrollment, forecasting, and registration process for middle and high school students.
- Provide college and career guidance.
- Make students aware of career/job opportunities, their characteristics, their requirements, and necessary college and career planning.
- Assist students to develop habits, attitudes, and skills for successful job acquisition and job retention.
- Assist students/parents in achieving financial assistance for career/education opportunities.
- Assumes share of responsibility for non-classroom student activities within assigned work day.
- Adheres to ethical practices of state and national counseling associations.
- Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-0045).
- Adheres to district personal protective equipment (PPE) protocols and procedures outlined in student behavior plans as well as identify the need for PPE or changes in PPE protocol - which might include the need for replacement or new equipment, the discontinuation of the use for a plan, or seek out additional PPE should it be needed.
- Due to (a) the nature and scope of the essential functions, (b) the importance of personal interactions between this position, employees, students, and other members of the public, and (c) the availability of job-related tools, equipment and resources at work, performance of the essential functions requires regular, consistent, on-site attendance while working independently and with others.
- Follows and maintains knowledge of all district policies and procedures.
- Other duties may be assigned as needed. As student needs evolve the day to day essential functions may vary.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

### **MINIMUM QUALIFICATIONS**

- Masters Degree from an accredited college or university.
- Valid School Counselor Endorsement from TSPC (or ability to obtain).
- Have standards of moral character as required of all Oregon licensed educators (OAR 584-005-0005).

### **PREFERRED QUALIFICATIONS**

- A master's or higher degree in counseling, education, or related behavior sciences from a regionally accredited institution.
- Continuing Education Credits on Suicide risk assessment, treatment and management.
- License issued by Oregon Board of Licensed Professional Counselors & Therapists.

### **SUPERVISORY RESPONSIBILITY**

This position may supervise volunteers, student aides, and instructional assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

### **INTERPERSONAL CONTACTS**

This position has daily interaction with those inside the organization. The interactions are primarily with students, families, peers, and supervisors.

### **SPECIFIC JOB ABILITY**

- Knowledge of mental illness and applicable treatments.
- Knowledge of modern methods, techniques and procedures used in family and child counseling.
- Knowledge of interviewing techniques.
- Knowledge of applicable laws, ordinances, regulations, legal forms and procedures and district administrative policies.
- Knowledge of child and adolescent development, juvenile justice system and crisis intervention techniques.
- Skill in counseling and following therapeutic processes and procedures.
- Skill in providing assessment evaluation.
- Skill in applying crisis intervention techniques.
- Skill in performing case management.
- Skill in writing clear and concise documentation in accordance with professional standards, state regulations and department protocol.
- Skill in using tact, discretion, initiative and independent judgment within established guidelines.
- Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimal direction.
- Skill in communicating clearly and effectively, verbally and in writing.
- Ability to work collaboratively with a broad and diverse population of students, families, peers and colleagues.
- Ability to work positively and cooperatively with others.
- Ability to communicate fluently verbally and in writing in English.

- Knowledge of and experience with effective instructional and behavioral strategies for students.
- Ability to work well with others from diverse backgrounds.
- Ability to effectively present information to small and large groups. .
- Ability to effectively utilize Google Suite Apps.
- Ability to earn a valid CPR/First Aid card.

**SPECIFIC JOB EFFORT (Mental & Physical Factor)**

- There is a regular need for assessment of risk, analysis of options and decisions without complete information.
- While performing the duties of this position, the employee is regularly required to talk or hear.
- This position requires frequent walking, standing, sitting, use hands for fine manipulation, handling or feeling and reaching with hands and arms.
- This position is occasionally required to stoop, kneel, crouch or crawl.
- This position requires some physical efforts or manual labor such as lifting, carrying or constant movement. This position will occasionally lift and/or move up to 25 pounds and occasionally up to 50 pounds.
- This position may occasionally climb stairs.
- This position requires specific vision abilities including; close vision, distance vision, ability to adjust focus and peripheral vision.

**JOB CONDITIONS**

- The work schedule is mostly stable and does not fluctuate without prior notice.
- The work environment is well protected, with virtually no hazards or obstacles. However, there may be occasional risk due to unpredictability of student behavior.
- The work environment is usually comfortable indoors, however there may be occasional temperature changes for short durations of outdoor supervision duties.

Prepared By: Human Resources Department

Approved: February 2020

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_