

## JOB DESCRIPTION

**JOB TITLE:** Counselor -- Rawlins Middle School

**REPORTS TO:** Building Administration

**DEPARTMENT:** Certified Staff

### I. NATURE AND SCOPE OF JOB:

To provide meaningful experiences and supportive assistance for the attainment of individual student potential through a comprehensive guidance program.

### II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

### III. JOB FUNCTIONS:

#### A. Essential Functions:

1. Provide personal counseling
2. Communicate and work cooperatively with parents, teachers, administrators, and other specialists within and outside the school.
3. Demonstrate an attitude of mutual respect and tolerance
4. Identify and counsel "at-risk" students
5. Ability to perform all duties as assigned

#### B. Non-Essential Functions:

1. Provide career guidance according to age level demands
2. Coordinate test administration and interpretation as assigned
3. Accept and fulfill other duties as assigned

### IV. JOB QUALIFICATIONS:

#### A. Knowledge, Skills and Mental Ability:

1. Possess the ability to perform functions independently
2. Practice effective communication skills
3. Utilize a variety of counseling techniques

**A. Knowledge, Skills and Mental Ability, continued:**

4. Adhere to the American School Counselors Association Code of Ethics

**B. Education, License, Certification or Formal Training:**

1. Meet certification requirements as defined by Wyoming State Department of Education
2. Successfully pass District Bloodborne Pathogens training
3. Hold a valid driver's license and be able to meet District insurance qualifications

**C. Equipment Used:**

Computer                      Typewriter    Telephone    Intercom    Fax  
Copy Machine

**D. Physical Demands:**

1. Ability to cope with stressful and crisis situations

**E. Environmental Demands:**

1. Ability to work in a variety and/or a combination of locations
2. Assignments may include travel to out-of-town locations

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

5/14/96