

POSITION DESCRIPTION

TITLE: HIGH SCHOOL COUNSELOR

TYPE: Licensed
Exempt

REPORTS TO: Principal or Designated Administrator

POSITION SUMMARY:

The primary purpose of this position is to assist all assigned students to be able to receive an appropriate education so they may develop into educated, responsible and caring citizens. At the high school level, special attention must be given to guidance and information concerning graduation status and post-graduation education and career opportunities.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree
2. Background and Criminal History Clearance
3. Valid Oregon School Counselor License with applicable endorsements and authorization level(s).
4. Demonstrates high level communication skills and meets District standards for oral and written language proficiency in English and Spanish or Russian, as applicable.
5. Skill in leadership and facilitation including problem solving and conflict resolution.
6. Excellent organizational skills for effectively managing multiple tasks.
7. Ability to understand and follow oral and written instructions.
8. Knowledge of the principles of first and second language acquisition, and culturally responsive pedagogy.
9. Knowledge of human growth and development at assigned student level(s).
10. Knowledge of effective student behavior management methods.
11. Knowledge of the principles of effective student guidance and counseling.
12. Knowledge of diploma requirements and post-secondary opportunities.
13. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Required to communicate in English, Spanish, and/or Russian depending on assignment.
2. Communicates effectively and appropriately in both oral and written form.
3. Conducts individual and group counseling and information sessions providing personal, social, and academic guidance.
4. Consults regularly with teachers and administrators concerning relevant personal and academic issues of individual students that may affect classroom learning or behavior.
5. Refers students for additional assessment or assistance as needed.
6. Provides information and makes recommendations to students and parents regarding successful transition to and from high school.
7. Monitors student records and assists students in developing a career related learning plan that includes goals and actions to achieve graduation and post-secondary plans.

8. Schedules assigned students into classes to meet graduation requirements, interests and goals.
9. Researches post-secondary education and career opportunities and assists students and parents/guardians with information on eligibility, financial aid, and procedural requirements.
10. Establishes and maintains appropriate standards of student behavior and maintains order in a consistent and fair manner.
11. Notifies and involves parents/guardians regarding a student's behavior in accordance with school and District requirements.
12. Encourages parents/guardians to volunteer and provides them with meaningful opportunities to assist and participate in the educational process.
13. Follows all safety rules and takes all reasonable precautions to provide a safe and secure learning environment for all assigned students.
14. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
15. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
16. Assists parents and community members as needed.
17. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
18. Complies with professional development activities as required by the District.
19. Actively seeks out and participates in professional development activities designed to improve professional competence.
20. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
21. Holds expectations for high performance of self and students.
22. Assesses results of performance for improvement on a regular basis.
23. Demonstrates computer literacy and operates software programs as related to job responsibilities.
24. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
25. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
26. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
27. Adheres to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
28. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Possible exposure to bodily fluids due to student or employee illness or injury.

5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year of approximately 201 days, subject to change. May include extended contract hours or days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance will be evaluated in accordance with applicable District Performance Standards and District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date