

**"Working Together To Be the Best"**  
Milton-Freewater Unified School District #7

**Counselor  
Job Description**

**JOB DESCRIPTION:**

The counselor under the general supervision of the building principal performs a variety of tasks, with major responsibility being the support of student progress and growth.

**REPORTS TO:**

Principal and/or Program Director

**JOB CHARACTERISTICS:**

Demonstrate a competent level of knowledge and skill in planning for and implementing instruction. Demonstrate a competent level of knowledge and skill in evaluating and supporting student achievement. Demonstrate a competent level of knowledge and skill in establishing a climate conducive for support for all students. Demonstrate commitment to continued professional growth. Demonstrate consistency and professionalism toward the accomplishment of building, district, and state goals as they relate to the community and educational environment.

**RESPONSIBILITIES:**

**Domain 1: Planning and Preparation**

Standard 1: Demonstrates knowledge of content  
Standard 2: Demonstrates knowledge of students  
Standard 3: Sets counseling program goals

**Domain 2: The Environment**

Standard 4: Creates an environment of respect and learning.  
Standard 5: Establishes procedures and organizes physical space  
Standard 6: Manages student behavior.

**Domain 3: Delivery of Service**

Standard 7: Exhibits clear lesson delivery  
Standard 8: Provides accurate and timely feedback to students  
Standard 9: Uses assessment data to support and tracking student progress

**Domain 4: Professional Responsibilities**

Standard 10: Actively participates in professional growth opportunities  
Standard 11: Maintains accurate records and complete records

**Domain 5 Student Learning and Growth**

Standard 12: Establishes specific student learning and growth goals.

Specific, descriptive requirements may be contractually added to this job description to meet district needs. A specific descriptive requirement has \_\_\_\_\_, has not \_\_\_\_\_ been added to this job description.

I have read this job description and understand its contents.

Name of Employee: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date