

ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
COUNSELOR

Report to: Building Principal or Vice Principal
Date: February 2003

SUMMARY: The Counselor will provide guidance to students in the development and implementation of appropriate educational plans. Assist students in dealing with special problems and needs as well as the development of personal/social behaviors. This person will also provide students with skills to formulate tentative career goals.

QUALIFICATIONS:

1. A minimum of a Bachelor's degree from an accredited institution.
2. Holds an appropriate license from Teacher Standards and Practices Commission in the State of Oregon, or alternative licensing acceptable to the District.
3. Demonstrates command of the oral and written English language.

SUPERVISORY RESPONSIBILITIES:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The competent counselor will provide counseling services.

- A. Conduct timely individual counseling sessions as requested by students, staff, or parents.
- B. Provide group counseling options for designated students.
- C. Facilitate communication between student, parent, and staff.
- D. Clarify goals and move toward appropriate solutions.
- E. Monitor and evaluate to assure agreements are met.
- F. Provide immediate counseling for students in crisis.

Provide individual/special services.

- A. Provide counseling services for handicapped students.
- B. Communicate with school and community resources as an advocate for students with special needs.
- C. Refer students/parents with special needs to appropriate agencies.
- D. Inform special need students of alternative sources of education and services.
- E. Schedule regular classroom guidance sessions as appropriate.
- F. Design and participate in orientation activities, especially at the transition levels, and for student transferring into the District.
- G. Administer and interpret a variety of assessment instruments.

Provide appropriate scheduling information.

- A. Demonstrate an awareness of curriculum offerings sufficient to assist students in attaining graduation requirements.
- B. Assess student schedules and provide appropriate guidance to insure the attainment of individual student goals and needs.
- C. Assist in the forecasting and registration process.

Provide career guidance.

- A. Make students aware of career/job opportunities, their characteristics, their

- requirements, and necessary career planning.
- B. Assist students to develop habits, attitudes, and skills for successful job acquisition and job retention.
- C. Assist students/parents in achieving financial assistant for career/educational opportunities.

Perform other related duties as assigned by the principal and/or superintendent.

- A. Perform duties in accordance with the District Policy and terms set forth in the negotiated agreement.
- B. Assist in the enforcement of school and School District rules and policies.
- C. Assume a share of the responsibility for non-classroom student activities within the assigned work day.

Maintain an ongoing personal program of professional growth and development.

- A. Develop and implement annually an approved plan for professional growth and development.
- B. Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness.
- C. Participate in District sponsored in service offering appropriate to assignment.

SALARY: As negotiated in the SHEA agreement.

EVALUATION: In accordance with negotiated SHEA agreement and district policy.

PHYSICAL DEMANDS & WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- 1. In an eight hour day the employee may:
 - a. Stand/walk 3 – 6 hours
 - b. Sit 2 – 4 hours
- 2. The Counselor/CDS may occasionally:
 - a. Bend, kneel, squat
 - b. Climb stairs or ladders
 - c. Use hands for repetitive motions
 - d. Lift and hold to forty pounds
- 3. Noise level maybe quiet to moderately loud

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I _____ have read and understand the above
Print Name
 requirements of this job description.

Employee Signature _____ Date _____