

ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
MIDDLE SCHOOL COUNSELOR

Immediate Supervisor: Principal or Assistant Principal
Date: June 2006

GENERAL DUTIES: The Counselor will support the academic, personal social and behavioral development of Middle School students.

ESSENTIAL REQUIREMENTS:

A. PERSONAL QUALITIES:

- ◆ Sense of humor
- ◆ Critical thinking skills
- ◆ Empathetic listener
- ◆ Strong work ethic
- ◆ Positive, problem solving attitude
- ◆ Trustworthy

B. Counseling Services:

1. Conduct individual counseling sessions as requested by students, staff or parents.
2. Provide group counseling opportunities.
3. Provide classroom guidance.

C. Collaboration and Coordination:

1. Facilitate Care Team / Student Services Team.
2. Coordinate 504 Plans.
3. Provide consultation with staff, parents and outside agencies.
4. Coordinate transition and orientation services as students enter and exit the middle school.

D. Scheduling:

1. Coordinate the forecasting and registration process.
2. Build the master schedule.
3. Maintain individual student schedules.
4. Demonstrate proficiency in student scheduling software.

E. Other related duties as assigned by the principal and/or superintendent:

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

F. Maintain an ongoing personal program of professional growth and development.

1. Develop and implement annually an approved plan for professional growth and development.
2. Identify and request to attend professional workshop activities intended to increase the counselor's instructional effectiveness.
3. Participate in District sponsored in service offering appropriate to assignment.

G. Physical requirements which may include:

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

ESSENTIAL RESPONSIBILITIES:

1. A minimum of a Master'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.

SALARY: As negotiated in the OSEA agreement.

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

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 the job description.

Employee Signature _____ Date _____