



FLEX HIGH SCHOOL COUNSELOR

POSITION SUMMARY The FLEX High School counselor supports students in both online and in person programming by overseeing student academic and post-secondary planning. The counselor manages multiple databases, tracks credit recovery, and high school diploma requirements.

MINIMUM QUALIFICATIONS

Education, Training, Experience, Licensure and Certification

- State of Oregon School Counselor license with PK-12 authorization
- Successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population
- Criminal Justice Fingerprint Clearance
- Current First Aid/CPR Card or the ability to get one

Special Knowledge/Skills:

- Skills to communicate effectively, problem solve
- Knowledge of curriculum, education code, district policies, problem solving methodology
- Ability maintain and verify completeness of records, meet schedules and deadlines
- Ability to communicate with persons of varied cultural and educational backgrounds
- Ability to communicate in oral and written form

MAJOR RESPONSIBILITIES AND DUTIES

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

- Assists principal in development of a master schedule; creates classes in Synergy
- Build and inputs student schedules; changes schedules as necessary
- Evaluates transcripts to credit student's previous course work; transcripts credit as courses are completed
- Tracks student work and volunteer service hours, collects evidence, transcripts credit
- Enters students into the credit recovery online platform; monitors progress, transcripts credit when classes are completed
- Collaborates with home schools to communicate transfer grades to teachers
- Tracks graduation requirements included personalized learning requirements, and essential skills
- Collaborate with home schools to ensure student participation in post-secondary success planning including managing the Schoolinks database and tracking career related learning requirements
- Works with individual students to plan and prepare for post-secondary options

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- Partners to coordinate testing including state testing, foreign language proficiency assessments (STAMP, FLATS), PSAT, ACT and SAT
- Partners to support 8th to 9th grade transition planning and forecasting
- Oversees parent conferences
- Collaborates to create and deliver new student orientation for virtual and in person programs
- Maintains confidential counseling files; researches files to provide information for administrators as requested
- Collaborate with home high schools to disseminate graduation information, track graduates and early grads, order and distribute caps, gowns, verifies student names for diplomas

PHYSICAL REQUIREMENTS:

- Ability to:
 - ❖ Sit, stand or walk for prolonged periods of time
 - ❖ Talk and hear conversations
 - ❖ Use precise control of fingers and hand movement, often in a repetitive movement such as keyboarding
 - ❖ Reach for and handle objects
 - ❖ Use close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus
- Regular focus on a computer screen
- Bending, stooping, kneeling and lifting up to 15-45 pounds may also be required on occasion

WORKPLACE EXPECTATIONS:

- Maintaining regular and punctual attendance. In case of an absence site and/or district protocol for reporting absences is followed
- Maintaining appropriate confidentiality regarding information relating to students, staff, and district operations
- Dress in a professional and appropriate manner for the assignment and the work setting
- Exercising prudent judgment
- Work independently in the performance of routine duties
- Follow all District policies and work procedures
- Utilize the District's electronic systems and applications related to the position
- Participate in required meetings and trainings related to the position
- If employee is bilingual, interpretation, translating documents, and/or communicating orally in the second language may be requested
- Cultivate and model a respectful working and learning environment

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned. If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district HR Department regarding the requested accommodation(s).

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Employee Name (Print)

Employee Signature

Date