

# LYON COUNTY SCHOOL DISTRICT

## Counselor - Secondary

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**Job Group:** General Education Services-Licensed

**Classification:** Certified

**Terms of Employment:** 9 Months (Plus 20 days) or (205/209 Days)

**FLSA STATUS:** EXEMPT

This is a salaried position assigned to the Licensed Employee Salary Schedule.  
expertise

**POSITION SUMMARY:** The school counselor will implement the comprehensive guidance and counseling program according to the State of Nevada's School Counseling Program Student Standards, which are aligned with the national standards set forth by the American School Counselors Association (ASCA). The employee, utilizing leadership, advocacy, and collaboration, will participate in a school-counseling program that promotes and enhances academic achievement, personal/social growth, and career development for all secondary students. This person will be expected to adhere to the LCSD Professional Standards for Licensed Employees as outlined in policy and the CBA and report directly to the school site administrator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Administer an appropriate guidance & counseling program that aligns with ASCA.
2. Deliver a system of individual student planning, responsive services, and system support within the guidance curriculum.
3. Assist teachers in implementing Common Core State Standards as possible.
4. Conduct goal-oriented counseling, responsive to identified student needs, relative to student achievement and school success.
5. Collaborate with school personnel to assist students with developing skills that support academic achievement, high school graduation, and lifelong learning.
6. Maintain confidentiality and accurate student records using PowerSchool as appropriate.
7. Participate as a member of the school-based bullying prevention team.
8. Ensure compliance with special services such as IEP's and other related mandates.
9. Actively contribute to the School Improvement Plan (SIP) process.
10. Assist in the organization and administration of student testing.
11. Assist in the development and facilitation of the school/district sponsored advisory curriculum.
12. Work professionally with administration, staff, parents, and community.
13. Comply with school and district policies and regulations as well as state and federal laws.
14. Abide by the American School Counselor Association's (ASCA) Code of Ethics.
15. Participate in other job-related duties and activities related to the position as assigned.

### POSITION EXPECTATIONS:

1. Maintain accurate transcripts by assisting students with appropriate course selection and placement to fulfill high school graduation requirements.
2. Assist all students including culturally diverse and special populations in meeting individual needs to support academic achievement and student development.
3. Assist students with investigating college, university, and career and technical schools, scholarship options, and financial aid information in an effort to develop post-secondary options.
4. Assist students with acquiring skills that maximize their personal and social development.
5. Facilitate parent and student conferences with teachers.
6. Participate in the annual evaluation and revision of the school-counseling program by collecting and analyzing data.

7. Work closely with school staff and administration to maintain an effective school-counseling program.
8. Attend required job-related meetings, activities, and on-going professional development.
9. Maintain professional competence.
10. Use effective oral and written communication skills.

**POSITION REQUIREMENTS:** Education and Training:  
Master's Degree from an accredited college or university.

**Licenses and Certifications:** Must possess or be able to acquire a Nevada counselor's license issued by the Nevada Department of Education and be certified in the relevant subject area.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

**Hazards:** Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIRMENTS FOR POSITION**  
(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data		X		
Computer Monitor/ CRT		X		
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				

Audio Alarms				
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**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_