

St. Helens School District
St. Helens, OR



Job Description

HIGH SCHOOL COUNSELOR

Reports To: Building Administrator
FLSA Status: Non-Exempt

JOB SUMMARY

The Counselor will provide guidance to students in the development and implementation of appropriate educational plans. Assists 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.

WORKPLACE EXPECTATIONS:

1. Work effectively with and respond to people from diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
3. Have regular and punctual attendance.
4. Confer regularly with immediate supervisor.
5. Follow all district policies, work procedures, and reasonable requests by proper authority.
6. Maintain the integrity of confidential information relating to students, staff, or district patrons

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

The competent counselor will provide counseling services.

1. Conduct timely individual counseling sessions as requested by students, staff, or parents.
2. Provide group counseling options for designated students.
3. Facilitate communication between student, parent, and staff.
4. Clarify goals and move toward appropriate solutions.
5. Monitor and evaluate to assure agreements are met.
6. Provide immediate counseling for students in crisis.

Provide individual/special services.

1. Provide counseling services for handicapped students.
2. Communicate with school and community resources as an advocate for students with special needs.
3. Refer students/parents with special needs to appropriate agencies.
4. Inform special needs students of alternative sources of education and services.
5. Schedule regular classroom guidance sessions as appropriate.
6. Design and participate in orientation activities, especially at the transition levels, and for students transferring into the District.
7. Administer and interpret a variety of assessment instruments.

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Provide appropriate scheduling information (Secondary Counselor).

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

Provide career guidance (Secondary Counselor).

1. Make students aware of career/job opportunities, their characteristics, their requirements, and necessary career planning.
2. Assist students to develop habits, attitudes, and skills for successful job acquisition and job retention.
3. Assist students/parents in achieving financial assistance for career/educational

Perform 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.

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 teacher's instructional effectiveness.
3. Participate in District sponsored service offering appropriate assignments.

Cultivate and model a respectful working and learning environment.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications, and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

SALARY:

As negotiated in the SHEA agreement.

EVALUATION:

In accordance with district policy.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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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.
4. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish or other languages related to the job.
5. Maintain integrity of confidential information relating to students, staff, or district patrons.
6. Ability to work harmoniously with others.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in an elementary school that combines standard office settings including standard office equipment (fax, copier, phone, computer, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. May be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: SHSD

Prepared Date: 2023

I have read and understand this job description.

Signature: _____ **Date:** _____