



TEACHER

TEACHER - SCHOOL COUNSELOR

JOB DESCRIPTION

JOB TITLE: Teacher - School Counselor
REPORTS TO: Campus Principal
LOCATION: Assigned Building

FLSA STATUS: Exempt
PAY GRADE: TCH
DAYS: 188 | **CALENDAR B**
JOB ID & DATE: TCH-50 | May, 2025

JOB PURPOSE SUMMARY

The School Counselor is responsible for providing counseling and guidance services to students in a K-12 public school setting in accordance with state and district guidelines. The primary focus is to support students' academic, social, and emotional development, foster a positive school environment, and facilitate effective communication between students, teachers, parents, and administration.

REQUIREMENTS

Education Level Details

Master's degree in School Counseling or a related field from an accredited institution.

License / Certification Required

Counselor – CDE Endorsement Colorado Special Services Provider license with a School Counselor endorsement

Work Experience Required

Three years experience in education or counseling services
Classroom experience preferred

Other Skills and Abilities Required

Strong interpersonal and communication skills.
Knowledge of counseling techniques and assessment tools.
Understanding of student development, mental health issues, and crisis intervention.
Familiarity with Colorado academic standards and educational regulations.
Ability to collaborate effectively with students, parents, teachers, and administrators.
Ethical and professional conduct in accordance with the American School Counselor Association (ASCA) Code of Ethics.

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel with input from district administrators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Counseling Services

- Provide individual and group counseling to support students' academic, social, emotional, and behavioral needs.
- Develop personalized intervention plans for students facing challenges.

- Facilitate sessions on key topics such as bullying prevention, study skills, social-emotional learning, career exploration, and peer relationships.
- Mediate student conflicts and implement conflict resolution strategies.
- Collaborate with staff, families, and outside agencies to meet student needs.
- Participate in Individualized Education Program (IEP) meetings as appropriate to support students with special needs.
- Respond to student crises with compassion and professionalism, including suicide prevention, grief counseling, and urgent behavioral support.
- Maintain compliance with federal, state, and district policies related to counseling services.

Academic Support

- Partner with teachers and families to improve student academic performance.
- Support student goal setting and planning, including academic pathways and post-secondary readiness.

Data & Program Evaluation

- Collect and analyze student data to assess counseling program impact.
- Use data to inform improvements to student services and school-wide initiatives.

Crisis Intervention:

- Respond to and support students in crisis situations, including suicide prevention and grief counseling.
- Collaborate with appropriate authorities and agencies when necessary.

Student Growth and Development

- Showcase the academic performance of students.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Be a positive role model for students; support the mission of the school district.

Classroom Management and Organization

- Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the Student Code of Conduct / student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communications

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Comply with the Colorado Department of Education, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.

Policy, Reports and Law

- Comply with all applicable federal laws, including the Individuals with Disabilities Education Act (IDEA), and Title I and Title III program requirements (as applicable), along with other national regulations governing K–12 public education.
- Comply with all State of Colorado education laws and regulations, including the Colorado READ Act (if applicable), the Exceptional Children’s Educational Act (ECEA) (if applicable), and all standards and guidelines established by the Colorado Department of Education (CDE).
- Follow all relevant Board of Education policies and Adams 14 Operational Policies related to curriculum, instruction, assessment, safety, student services, and professional conduct.
- Adhere to district-level procedures and school-based expectations regarding instruction, family communication, data reporting, and school improvement planning.
- Perform other duties as assigned by the building principal or the Superintendent of Schools.

Budget Responsibility

- Compile and maintain records of instructional materials and supplies.

LEVEL SPECIFIC DUTIES AND RESPONSIBILITIES

High School Counselor – Additional Responsibilities

- Support students in selecting their Academic Academies and monitor academy-specific progress.
- Schedule students in alignment with their chosen academy and graduation requirements.
- Track student progress toward graduation and conduct transcript audits.
- Provide college and career counseling, including application support, scholarship navigation, and readiness planning.
- Coordinate and support senior success, including graduation plan completion and transition support.

Middle School Counselor – Additional Responsibilities

- Guide students in early academic and career planning to foster long-term success.

- Prepare students for high school transitions through awareness of course selection, career interests, and self-advocacy skills.

Elementary School Counselor – Additional Responsibilities

- Serve as an active member of the campus MTSS team, providing input on student behavior, attendance, and intervention needs.
- Collaborate with staff on implementing the school’s Social-Emotional Learning (SEL) program.
- Assess and support student eligibility for programs such as Gifted and Talented, and other specialized services.
- Attend monthly district counseling meetings to align elementary support services with broader district goals.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment including classrooms, cafeterias, hallways, playgrounds, gyms, and other spaces accessible to students. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

TRANSPARENCY IN PAY AND BENEFITS

Adams 14 is committed to transparency in compensation and benefits and complies with Colorado's Equal Pay for Equal Work Act. We offer a competitive and comprehensive benefits package designed to support the health, financial security, and well-being of our employees.

Compensation for this position is **\$64,501 to \$121,414** per year (2025-2026), based on verified experience and qualifications, and aligned with the Adams 14 salary schedule. This position is scheduled for **188** work days annually. Additional compensation opportunities may be available through stipends or supplemental assignments, depending on job responsibilities.

Benefits include: Paid Time Off (PTO), Medical, dental, and vision insurance plans, District contributions to Health Savings Accounts (HSA), Flexible Spending Accounts (FSA), Employee Assistance Program (EAP) with free and confidential support services, Wellness and preventive care programs. Voluntary coverage options for life insurance, accidental death and dismemberment (AD&D), critical illness, cancer care, legal assistance, and accident insurance are available for all full-time staff.

Retirement and voluntary benefits include: Membership in the Colorado Public Employees' Retirement Association (PERA) and optional retirement savings plans including 403(b) and 457(b).

For more detailed information, please review the Adams 14 Employee Benefits Guide, available on the District website

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____