

**Job Title: K-12 School Counselor  
Certified Licensed - Special Services Providers**

**Reports To:** High School Principal

**Position Summary:** To assist all high school students in the developmental processes in intellectual, social, and personal growth as well as making informed and individually appropriate social, educational, and vocational choices.

**Terms of employment:** Licensed, exempt employee (171 days)

**Compensation:** Minimum \$52,539- \$72,753 (based on 171-day schedule)

**Qualifications:**

- Master's Degree or higher in counseling
- Counseling field experience in schools or related agencies with appropriate age groups.

**Requirements:** Candidates will possess a current Colorado Special Services Authorization with an endorsement in school counseling or be eligible to obtain this authorization within the first 3 months of hire.

**Principal Responsibilities (Secondary):**

Meet with students prior to and during the registration process, inform the students of classes relative to course selection, and assist the administration with the registration and scheduling process.

Conduct follow-up meetings with students after the master schedule is developed to make any necessary changes in students' schedules.

Conduct orientation meetings with all eighth-grade district students to provide information regarding class offerings and registration procedures.

Upon request of the student or his/her parent/guardian, provide individual counseling for the student regarding scheduling.

Make recommendations to students regarding class selection that take into consideration the student's abilities, background, and interests. The recommendations may be made by means of small group and/or individual meetings or other methods recommended by teachers.

Advise students regarding the accuracy and completeness of records and credits and perform periodic credit checks from grades nine through twelve with an emphasis on the senior year. Provide written contact and telephone calls to parents/guardians of students who are deficient in their credit status and information to any students needing to attend summer programs to make up credit deficiencies.

Coordinate homebound instruction for students who qualify.

Assist new, transfer, and foreign exchange students in enrollment, registration, class selection, grades in progress, and transfer of credits. Conduct screening of cumulative records and parent/guardian/student

interviews with all students new to the school.

Coordinate the testing program at the high school and compile and disseminate test results to appropriate personnel, students, and parents/guardians.

Provide individual and/or group counseling in areas dealing with alcohol, tobacco, or drug addiction issues, family relationships, financial problems, school attendance, and peer relationships.

Participate in multidisciplinary activities for selected students by contacting and meeting with special education staff members. Contribute information in the areas of academic achievement in regular education classes, professional impressions of the student based on observations and interviews, and make available information about the student provided to the district by outside agencies.

Assist other staff members in the development of student support plans.

Provide a link between students and appropriate community resources and outside agencies.

Help resolve student/teacher conflicts by meeting with the student(s) and teacher individually or in groups to determine the nature and extent of the problem and to outline possible remedial strategies.

Adhere to District Administrative Policies and Colorado State Law.

Perform such other tasks and assume such other responsibilities as may be assigned by the high school principal.

**Principal Responsibilities (Elementary):**

- Develop and deliver classroom, small group, and individual lessons on social and emotional learning that include developmentally appropriate instructional techniques
- Provide small group instruction on social and emotional learning to students who need additional support beyond the Tier 1 curriculum
- Provide one-on-one support to students experiencing transient social and emotional issues and events that affect the student's learning
- Communicate with teachers, support personnel, administrators and parents about relevant student information to support students' academic growth and social and emotional development
- Support students with behavioral concerns through appropriate models of school counseling
- Function as a member of a team to recognize and support students experiencing crisis
- Provide professional development and coaching on developmental factors that affect learning and appropriate socialization
- Function as a member of a collaborative MTSS/RtI team to address students' academic and behavioral concerns
- Function as a member of a school-wide positive behavior supports team to develop, cultivate, and maintain a learning environment conducive for learning and social and emotional development
- Develop/create and coordinate programs that support students' needs, as developmentally appropriate and environmentally necessary (i.e. personal safety, substance abuse, etc.)

- Provide referrals for additional supports and resource within and outside the school district

**Required Knowledge, Skills & Ability:**

- Knowledge of research-based practices, and trends in school counseling
- Knowledge of Colorado laws and requirements in school counseling and legal responsibilities as a school counselor/school district employee
- Knowledge of special education law and practices
- Knowledge of, and experience with, diverse populations of learners
- Knowledge of community resources that further support students and families
- Ability to communicate effectively to diverse groups of people
- Ability to manage multiple projects in an effective and timely manner
- **Maintain ethics, legal responsibility, and confidentiality**
- Develop and maintain rapport and effective relationships with students and adults contacted in the course of work by using courtesy, diplomacy, collaboration, cooperation, support, and professional conduct