Adams 12 Five Star Schools

Job Description
Revised/Updated: **July 2026**

Job Title:	**Director, Counseling**	Job Code:	**4066**
Job Family:	**Certified**	FLSA Status:	**Ex - A**
Pay Program:	**Administrative**	Pay Range:	**L17**
Typical Work Year:	**12 months**		

SUMMARY: Serve as part of the Learning Services team whose primary responsibilities are to support schools, lead a comprehensive vision for teaching and learning districtwide and model the way regarding best practices. Coordinate the delivery of a comprehensive counseling program and curriculum for K-12 students in Adams 12 Five Star Schools. Provide leadership in the execution and interpretation of graduation requirements, including the implementation of Individual Career and Academic Plans, Naviance programming, and concurrent enrollment. Manage the counseling corps grant. Co-lead the design and implementation of K-12 social emotional learning (SEL) programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate the design and delivery of a comprehensive counseling program and curriculum through frequent and ongoing collaboration with district leadership, building principals, and school-based counselors.	D	20%
2. Design, train, and evaluate counselor-specific, professional learning aligned to state and ASCA professional standards and competencies, as well as District goals.	D	20%
3. Provide leadership in the execution and interpretation of state and District graduation requirements, including but not limited to the implementation of all state-approved college and career readiness options, Individual Career and Academic Plans, Naviance programming, and concurrent enrollment. Collaborate with the IT department to ensure the online tracking and transcription of student progress toward all graduation requirements is efficient and accurate. In partnership with the Assessment Director and Career and Technical Education (CTE) Director, provide ongoing opportunities for high school students to pursue multiple college and career readiness demonstrations. Develop clear processes and protocols for counselors as they support students in planning for graduation.	D	20%
4. Support building principals in the hiring, oversight, and evaluation of all school-based counselors.	M	5%
5. In partnership with district leadership, and appropriate coordinators, design, implement, and lead effective K-12 SEL programming, including but not limited to the hiring, training, and oversight of SEL staff and the implementation and monitoring of SEL-specific curricula.	W	10%
6. Collaborate across multiple teams in Learning Services, including advanced academics and gifted services, special education, English language learning, curriculum and instruction, professional learning and executive directors of schools to ensure consistent understanding and support for schools in regard to counseling programming.	W	10%
7. Develop and oversee department budget and Colorado Counselor Corps grant projects, deliverables and budgets to ensure alignment with counseling programming priorities and grant goals.	W	5%
8. Ensure compliance in federal, state, local policies as well as District and Board of Education policies. Compile, summarize data, and submit weekly and annual reports required by CDE and district leadership. Liaison with CDE, state agencies, and local committees as the district representative for counseling and postsecondary readiness.	M	5%
9. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Education required
- Additional coursework required for certification or licensure in School Counseling and/or School Leadership
- Minimum of five (5) years of experience in school counseling, teaching, and/or school leadership required
- CLDE Endorsement and/or coursework in Linguistically Diverse Education preferred.
- Last Performance Evaluation meeting or exceeding standards in all performance areas and overall performance.

- Demonstrated ability to work effectively as part of a team
- Previous successful experience working with adult learners preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Department of Education Special Services Provider license – School Counselor (K-12) required.
- Colorado Administrator license preferred.
- Criminal background check required for hire.
- Valid driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Demonstrates positive, collaborative leadership and participates in collegial problem solving in a variety of situations with departments and schools, emphasizing teamwork and beneficial effects on student learning,
- Experience in leadership, change and systems development.
- Deep knowledge of counseling standards and mindsets.
- Knowledge of standards based education.
- Demonstrated skills in facilitation, conflict resolution and adult learning.
- Demonstrated skills in data gathering and analysis, project planning and evaluation.
- Ability to make appropriate data based decisions.
- Ability to facilitate professional learning related to content area.
- Ability to manage district grants and budgets.
- Excellent oral, written, and public speaking communication skills.
- Ability to use Google suite for education.
- High level of interpersonal skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Secondary Innovation and Alternative Programming	110630

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			
	Administrative Assistant	1	070716
	Student Transition Coordinator	1	3900

- Supervisory responsibilities include hiring, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participates in developing, administering, and coordinating district budgets for counseling and Colorado Counselor Corps grants.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time

	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	