

COUNSELOR (HIGH SCHOOL)

Purpose Statement

The job of Counselor (High School) was established for the purpose/s of working as a team with school, parents, and the community to provide a complete, developmental counseling program focusing on academic, career, and personal/social development; managing the schedules and placement of assigned students providing course curriculum, information and recommendations to students; developing plans and/or providing information regarding students' goals; ensuring completion of students' applications within designated time frame; and creating an atmosphere to meet student needs through prevention, identification, and intervention.

This job reports to Principal

Essential Functions

- Assists students in application preparation (e.g. scholarships, college, financial aid, etc.) for the purpose of ensuring completion of application processes within designated time frames.
- Assists students, teachers, administrators, parents, and community personnel for the purpose of aiding the academic and personal welfare of students.
- Assumes individual responsibilities as assigned by administration (e.g. collegial groups, staff inservice, committee work, student activities, student supervision, etc.) for the purpose of improving staff knowledge and supporting student activities.
- Collaborates with school personnel, parents, and various community agencies for the purpose of improving the quality of student outcomes.
- Composes a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Coordinates with teachers, college and university personnel, resource specialists and/or community (e.g. service clubs, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
- Counsels students, parents, and guardians (e.g. individual and/or group sessions) for the purpose of enhancing student success in school.
- Develops a variety of special programs (e.g. career night, financial aid workshops, etc.) for the purpose of providing information to assist students in the successful transition from high school to career, training and/or continuing education.
- Furthers personal education via staff development, college courses, etc. for the purpose of staying current with latest and best practices, and learning new theories and technology.
- Maintains confidentiality of all information for the purpose of protection of students, staff, parents, and district.
- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to Education Code, and administrative and/or school policies.
- Requests student records for the purpose of registering new or transferring students.
- Researches program eligibility requirements (e.g. financial aid, college eligibility, etc.) for the purpose of providing up-to-date, accurate counsel to students.
- Schedules student classes for the purpose of securing appropriate placement and meeting their graduation and college eligibility requirements.

- Serves as a liaison for the purpose of coordinating resources to further student achievement and development.
- Supervises assigned programs (e.g. scholarships, peer counseling, special education, ESL, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; age appropriate activities; concepts of grammar and punctuation; health standards and hazards; keyboarding; pertinent codes, policies, regulations and/or laws; office methods and procedures; stages of child development; quantity cooking; and standard office software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; establishing effective relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Masters degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Licensure by Wyoming Mental Health Board; and/or maintains Professional Teaching Standards Board certification with proper endorsement(s)

Continuing Educ. / Training

Coursework as appropriate to maintaining licensure

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Teachers All