

Job Title:	COUNSELOR	Reports to:	Principal
FLSA status:	Exempt	Supervisor duties:	none
Classification:	Certified	Approved on:	10/13/2020
Position Summary:	This position ensures that each student is properly enrolled in school in a program best suited to his/her needs and abilities; promotes programs of self-concept development, building ego-strength and making decisions with regard to a variety of life concerns.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public.
- Responds with tact and courtesy in public or telephone contact situations and provides information requiring a knowledge of state and county education laws, board policies, district procedures and general educational information pertaining to the school.
- Facilitates individual and group conferencing, including IEP process.
- Classroom guidance presentations on social/emotional, academic, and career topics presented in all classrooms throughout the school year to address the needs of students as determined by the counselor.
- Individual and small group counseling for students with IEP's, and other students, to address any obstacles to student learning - including social, emotional, or behavioral.
- Responsible for student orientation and transition, i.e., new student registration; grade tours and orientation; visitation to contributing schools; orientation for 8th grade for high school work; master schedule development; student schedule changes.
- Responsible for student assessment, i.e., administration and interpretation of standardized tests; informing the administration pertaining to use of results and recommendations.
- Responsible for student cumulative folders.
- Serves as resource person for administration, teachers, attendance office and nurse's office.
- Attending Governing Board meetings and presents reports when necessary.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions
- Ability to respond appropriately to inquiries or complaints
- Ability to read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development
- Knowledge on how to plan and write educational forms and data write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- Knowledge on how to apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- Demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- Interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and
- Demonstrate continued professional curiosity and growth
- Communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- Ability to hear, speak, read, record, and explain information and communication adequately
- Ability to maintain a collected behavior in stressful situations
- The ability to develop and maintain positive relationships with parents, students, and professional staff

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelor's degree from an accredited college or university.
- Appropriate number of hours to receive counselor's certificate from Arizona Department of Education

Computer Proficiency: MS Office Suite, Google Suite

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.