

# MOENCOPI DAY SCHOOL

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>CERTIFIED COUNSELOR</b>
<b>EMPLOYMENT:</b>	School Year (Exempt)
<b>SUPERVISOR:</b>	Chief School Administrator
<b>PRIMARY RESPONSIBILITY:</b>	Responsible for the school wide counseling component; serves as a School Counselor and provide direct services to students.
<b>ADHERENCE TO:</b>	Hold a firm belief and commitment to MDS Philosophy, Vision and Mission.

### QUALIFICATIONS

- Required valid appropriate Arizona State Counselor Certificate; must meet all NCLB requirements.
- Required two (2) years or more verified years of experience in related field.
- Experience with the implementation of a comprehensive school counseling program to promote and enhance student achievement.
- Experience with advising and assisting students in improving grades and performance and in solving adjustment and personal problems.
- Knowledge of and experience with test administration and measurement services to the school.
- Knowledge of available social services resources with the ability to provide resource information to teachers and staff; ability to work with parents and families as needed; facilitate the referral process.
- Knowledge of the State Guidance Counseling Model (CCBG).
- Knowledge of and experience in substance abuse prevention counseling.
- Required experience with diverse populations, specifically Native American.
- Experience with teacher collaboration strategies, teamwork is a must.
- Computer literate and experience with Microsoft applications (Word, Excel, Windows) and experience with technology-based assessments (AZ AIMS, AR, NWEA, Diebels, AzMerit).
- Required valid Driver's License, First Aid/CPR Certificate.
- Must pass Background Check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal.
- Must in their background reference check, demonstrate successful, positive, multi-year employment and performance of duties at each of the last three (3) employment positions.
- Hopi/Native American Preference.
- Excellent communication skills, ability to communicate and work well with staff, students, parents, and community.

### RESPONSIBILITIES

- Provide services to students, parents, school staff and the community in the following areas: School Guidance Curriculum; Individual Student Planning; Responsive Services via individual or group counseling, consultation with parents, teachers and other educators, referrals to other school support services or community resources, peer helping and information.
- Responsible for implementing Native American traditional counseling appropriate to MDS students.
- Develop confidential relationships with students to help them resolve or cope with problems and developmental concerns.

- Conduct annual needs assessment to determine goals, objectives, priorities, and services to be provided; provide periodic update reports to administration and governing board; report on immediate, intermediate, and long-range results showing how students are different as a result of the school counseling program.
- Organize and manage a school wide advisory council; conduct meetings at prescribe by annual plan.
- Provide leadership in the administration of state assessment; collect, organize, and analyze data, organize data retreat to review statewide assessment results.
- Maintain student records and files in accordance with confidentiality requirements and procedures.
- Serve as liaison among the Special Education Department, Regular Academic program, parents, administration, and other service providers.
- Network with local community service providers: health organization with drug education programs; drug education prevention programs and other related student support community programs.
- Be responsible for enforcing school approved discipline plan.
- Identify and refer unusual student behavior to appropriate specialists; Know and follow school regulations regarding emergency and safety procedures.
- Contact social services agencies and other community resources to make referrals or submit requests for services, maintain all documentation relative to said referrals and requests.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will spend additional time with MDS students within and outside classroom.
- Will be in daily attendance of 90% or better monthly.

**OTHER REQUIRED RESPONSIBILITIES**

- Attends staff meetings and all required school in-service program activities.
- Serves on committees as requested (School Improvement, Child Study Team, etc.).
- Be responsible for discharging instructional and non-instructional school-related activities (i.e., playground and lunchroom duty).
- Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment.
- Be responsible for following accountability procedures; know and observe Board policies and regulations.
- Advises administration immediately of needed repairs, replacements and/unsafe building conditions.
- In the event of absence, contact his/her immediate supervisor within the specific time to ensure coverage of classroom.
- Remains in school after dismissal of students, as necessary to complete daily duties, attend teacher and committee meetings and hold parent conferences.
- Provides Quality Customer Service.
- Performs other duties as assigned.

**ACKNOWLEDGEMENT**

By signing this, I acknowledge that I have read, understand, and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

**APPLICANT**

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERVISOR**

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_