

CHURCHILL COUNTY SCHOOL DISTRICT

COUNSELOR – SECONDARY

FLSA Status: Exempt

Created: 2/2015

Last Revised:

DEFINITION:

The school counselor will implement a comprehensive guidance and counseling program according to the State of Nevada's School Counseling Program Student Standards, which are aligned with the national standards set forth by the American School Counselors Association (ASCA). The employee, utilizing leadership, advocacy, and collaboration, will participate in a school counseling program that promotes and enhances academic achievement, personal/social growth, and career development for all secondary students.

SUPERVISION RECEIVED AND EXERCISED:

The counselor reports directly to the site administrator.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Administer an appropriate guidance & counseling program that aligns with ASCA.
2. Deliver a system of individual student planning, responsive services, and system support within the guidance curriculum.
3. Assist teachers in implementing Common Core State Standards as possible.
4. Conduct goal-oriented counseling, responsive to identified student needs, relative to student achievement and school success.
5. Collaborate with school personnel to assist students with developing skills that support academic achievement, high school graduation, and lifelong learning.
6. Maintain confidentiality and accurate student records.
7. Participate as a member of the school-based bullying prevention team.
8. Ensure compliance with special services such as Individual Education Plans (IEP's) and other related mandates.
9. Actively contribute to the School Performance Plan (SPP) process.
10. Assist in the organization and administration of student testing.
11. Assist in the development and facilitation of the school/district sponsored advisory curriculum.
12. Abide by the American School Counselor Association's (ASCA) Code of Ethics.

QUALIFICATIONS:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Computer applications and hardware used in the assigned area.
- Education code, board rules, district policies, and operating procedures.

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Skills to:

- Communicate effectively both written and orally.
- Participate as a collaborative member with other faculty and staff.
- Work cooperatively with students, parents, peers, administration, and community members.
- Facilitate parent and student conferences with teachers.
- Participate in the annual evaluation and revision of the school-counseling program by collecting and analyzing data.
- Work closely with school staff and administration to maintain an effective school-counseling program.

Ability to:

- Comply with school and district policies and regulations as well as state and federal laws.
- Maintain accurate transcripts by assisting students with appropriate course selection and placement to fulfill high school graduation requirements.
- Assist all students including culturally diverse and special populations in meeting individual needs to support academic achievement and student development.
- Assist students with investigating college, university, and career and technical schools, scholarship options, and financial aid information in an effort to develop post-secondary options.
- Assist students with acquiring skills that maximize their personal and social development.

Experience and Training Guidelines: *Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:*

Master's degree from an accredited college/university

Required Certifications and Licenses:

Must possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education with endorsement in relevant subject area.

Physical and Mental/Intellectual Requirements: *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational

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technology (LCD projector, SmartBoard, iPads/Tablets etc) to enhance student learning. Involves ability to communicate effectively and professionally in person, through electronic means (email) or over the telephone as appropriate. Light lifting (up to 50 pounds) may be occasionally required.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladders, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearing				
Typing, Keyboarding, or Entering Data		X		
Computer Monitor/CRT		X		
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				

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ESSENTIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
Senses:				
Eyes				
Visual Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell				

Working Conditions:

Work is performed under the following conditions:

Exposure to climate controlled settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments. Frequent interruptions to planned work activities occur.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____