

**TITLE:** Counselor

**REPORTS TO:** Building Administrator

**FAIR LABOR STANDARDS ACT (FLSA):** Exempt. (Administrative/Professional)

**QUALIFICATIONS:**

1. Valid Oregon Personnel License with Counseling endorsement.
2. Graduate level training in counseling and guidance.
3. Personal characteristics which permit the counselor to work effectively with students, their parents, and the school staff.
4. Strength in testing and long range planning.
5. Counseling experience desired but not required.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Must be proficient in English both oral and written.

**JOB GOAL:**

To develop and implement a comprehensive guidance, counseling and testing program that will meet the educational, emotional and social needs of students in the district, K-12.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities:**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. Instructional Skill**

In his/her performance the counselor demonstrates a competent level of knowledge and skill in designing and conducting an instructional experience.

1. Conduct inservice programs for school personnel to improve counseling and guidance skills.
2. Assists in the selection of books, equipment, and other instructional materials.

**III. Classroom Management**

The counselor demonstrates in his or her performance a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.

**IV. Student Discipline**

The counselor demonstrates the ability to manage the students in the educational setting.

**V. Interest in Teaching Pupils**

The counselor demonstrates a commitment to each pupil, taking into account each individual's

unique background and characteristics. The counselor demonstrates enthusiasm and enjoyment in working with pupils.

1. Utilizes home, school, and community resources to provide for the needs of the students.

#### **VI. Knowledge of subject matter, materials, policies and regulations**

The counselor demonstrates a depth and breadth of knowledge of theory and content in general education and subject matter specialization(s) appropriate to the elementary level and/or secondary level(s).

1. Takes all reasonable precautions to provide for health and safety of the students and to protect equipment, materials, and facilities.

#### **VII. Professional Commitment/Development/Improvement**

The counselor demonstrates an awareness of his or her strengths and limitations, and demonstrates continued professional growth.

1. Participates actively in counseling and other educational and professional associations on the local, regional, state, and national level.
2. Maintains high professional standards.
3. Remains current in professional growth and inservice training.

#### **VIII. Interpersonal Skills**

The counselor demonstrates the ability to interact effectively with appropriate audiences.

1. Maintains student records and protects their confidentiality.
2. Coordinate efforts of school personnel and community agencies for the benefit of students.
3. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of their students.
4. Works to establish and maintain open lines of communication with the administration, other staff members, and district patrons.
5. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum and instructional methods.

#### **IX. School Service**

The counselor demonstrates a willingness to share normal school responsibilities and to help with non-instructional school events.

1. Assumes other duties as assigned by the Administrator.
2. Follows all District policies and those contained in the appropriate district handbook.

#### **X. Timeliness**

The counselor demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required; attends in a prompt manner.
3. Notifies the building administrator in the event of illness.

**XI. Counsels/Guides/Inform & Assist Students**

Counsels:

1. Works with students on an individual basis in the solution of personal problems.

Guides:

1. Registers new students and orients them to school procedures and learning opportunities.
2. Aids students in course and subject selection, as an integral part of the yearly registration process.
3. Makes recommendations for admissions and scholarships.
4. Works with students in evolving education and occupation plans.
5. Guides students in their participation in school and community activities.
6. Aid students in achieving a greater degree of their potential in academic, personal, and social growth.
7. Help students develop effective/responsible ways of behaving.
8. Provides information and experience that will contribute to self-awareness.
9. Helps students accept increasing responsibility for his/her own actions.
10. Helps students gain skills necessary for establishing and maintaining successful interpersonal relationships.

Inform & Assist Students:

1. Supervises student testing programs and assists students in evaluating their aptitudes and abilities through interpretation of individual standardized test scores and other pertinent data.
2. Obtains and disseminates occupational information to students and to classes studying occupations.
3. Selection of career information resources to be available to students.
4. Emphasize the importance of career planning to students.
5. Interpret career information resources for students, parents, and faculty.
6. Coordinate the accumulation of all information a student needs for the purpose of career or college placement.
7. Assist students and parents in understanding procedures for completing applications and financial aid forms.
8. Administer and interpret aptitude, interest and achievement tests to students. Help students relate test results to career choice.
9. Assesses the accomplishments of students on a regular basis and maintains such records as required by law and by district policy.
10. Assists students in developing decision-making skills.
11. Informs and counsels students concerning opportunities available in the educational program.
12. Assists students in acquiring knowledge and skills necessary for setting and reaching educational and career goals.

**Physical Qualifications:** The physical demands described here 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. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:**

Contract length, salary and benefits, etc. are as outlined and agreed to in the Collective Bargaining Agreement in effect between Monroe School District #1J and Monroe Teachers Association.

**Mandatory Child Abuse Reporting**

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:**

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of licensed personnel.

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_