

Notus School District #135
25257 Notus Rd.
Caldwell, ID 83607
(208) 459-7442

JOB TITLE: 7-12 Counselor

SUPERVISOR: Principal/Superintendent

Job Summary:

To provide, as a member of the Counseling/Guidance Department, a comprehensive guidance program for students in grades 7-12 and specifically provide activities to meet the needs of their assigned case-load; consult with teachers, staff and parents to enhance their effectiveness in helping students; and provide support to other educational programs.

Essential Duties:

- Remains readily available to students so as to provide counseling that will help lead each student to increased personal growth, self-understanding, maturity and success in school (academics, career planning, attendance and policies).
- Works with students on a group or individual basis in the solution of personal problems such as home and family relations, health and emotional adjustment, academics, and attendance.
- Refers severe problems to appropriate school and/or community resources.
- Responds to crisis situations when appropriate.
- Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
- Conducts counseling activities in the classroom in conjunction with administration and teachers.
- Consults with teachers to facilitate the infusion of counseling activities into the regular education curricula.
- Obtains and disseminates occupational information to students and to classes studying occupations.
- Interprets post-high school opportunities and available information regarding career, college, military and lifestyle decisions.
- Orientates new students to school procedures and the school's varied opportunities for learning.
- Assists in the development of the master schedule.
- Registers students in appropriate classes for all semesters..
- Contacts and guides assigned students and their parents in the use of test results for career planning and presents the educational options available to help them reach their goals.
- Supervises the preparation and processing of college, scholarship and employment applications.
- Takes an active role in interpreting the school's objectives to students, parents and the community at large.
- Attends various evening meetings.
- Evaluates and suggests revisions to the building counseling program, as needed.
- Possesses computer skills necessary for this position. Perform other related duties as may be assigned by the Superintendent.
- Student 504 Case management

- Attends meetings for and is a member of these school teams - PBIS, Pirate Family, MTSS.
- Attends all IEP meetings and takes notes.
- Other Duties as Assigned

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required):

- Valid Idaho Teaching Certificate endorsed in Pupil Personnel Services Standard Counselor K-12.
- Some experience as a counselor at the high school or college level is preferred.
- Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from staff, students, parents, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Possesses computer skills necessary for this position. Working knowledge of PowerSchool software program preferred.
- Ability to apply knowledge of current research and theory to instructional programs; ability to plan and implement lessons based on school objectives and the needs and abilities of students.
- Ability to work in a friendly manner and to develop effective working relationships with students, staff, and parents.
- Ability to perform duties in accordance with Board of Education policies and procedures.

Working Conditions & Physical Requirements:

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and reach overhead. While performing the duties of this job, the employee stands and talks and sometimes walks and sits. The employee is directly responsible for safety, well being, or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are

normally performed in a school environment or outdoors. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Schedule, Salary and Benefits:

- Schedule is the standard teacher contract days, plus 10 additional days.
- Salary is based on education and experience within the current Master Agreement approved by the Board for the current Fiscal Year.
- Comprehensive benefit package for full time employees working more than 20 hours per week.
- ~~Six-month Probationary Period~~

Performance Appraisal:

- Annual evaluation by the Principal and/or Superintendent

This job description in no way states or implies that these are the only duties to be performed by this employee. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. The Counselor will be required to follow any other instructions and to perform any other related duties as assigned by the Principal, Superintendent or appropriate administrator. Notus School District 135 reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____

Signature _____ Date _____



AN EQUAL OPPORTUNITY EMPLOYER