

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Secondary Counselor **DEPARTMENT:** Career and Counseling Services

REPORTS TO: Building Principal and Director of Career and Counseling Services

POSITION SUMMARY: The school counselor provides services to students, which include school program and career planning; individual and group counseling, needs assessments for determining appropriate modes of service and short term crisis intervention. The counselor also disseminates appropriate information to students, staff and parents, and assists in articulation with the middle school, high school and/or with post-high school institutions.

ESSENTIAL FUNCTIONS:

- Kindle excitement about learning in students, encouraging flexible and critical thinking and development of communication skills.
- Assess the needs of the students as appropriate and assist with the provision of a suitable learning environment to meet their needs.
- Evaluate each pupil's educational growth and development and make periodic reports to parents or guardians as well as to the designated school administrator
- Conduct effective classroom presentations to students (6-12)
- Assist in program planning for individual and school schedules; evaluate and monitor transcripts; assist in registering students
- Remain current on state graduation requirements and track student progress
- Provide individual and group counseling and guidance, including academic, social/emotional, and career
- Provide counseling, consultative and referral services for identified and suspected handicapped students
- Provide topic-focused group counseling, including suicide prevention, divorce issues, anger management and development of communication skills as needed
- Plan and conduct parent informational meetings and brief crisis counseling, as needed.
- Participate in school guidance team and serve on building and district committees as needed
- Provide referral services to students, parents and staff as appropriate and in accordance with federal law, state guidelines, and District Regulations
- Conduct faculty in-service training in appropriate areas such as 504, McKinney-Vento, and CPS notification
- Communicate effectively both orally and in writing
- Consult with teachers on individual students including developmental stages of youth, academic and social/emotional intervention strategies, and physical needs
- Work with other school counselors and/or post high school institutions in the articulation of student learning programs
- Work with middle school counselors in transition of in-coming 8th grade students (i.e. records, placement recommendations, and at-risk students).
- Maintain safe and healthy conditions in the learning environment and report promptly to principal any serious accident or illness affecting students.
- Collect, maintain and disseminate information as necessary and appropriate
- Maintains complex and confidential electronic and physical files and records for individual and department use, for the purpose of providing up-to-date reference, and in compliance with records retention guidelines
- Demonstrate and maintain positive working relationships with staff, parents, community, businesses and organizations, national/local counseling professional associations.
- Attends staff and other professional meetings as may be assigned or necessary
- Use technology for communication, presentations, trainings, workload management, and workshops
- Participate in district counseling activities and commit to continued professional development
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the building administrator, Director and other stakeholders as appropriate or as directed
- Work cooperatively with a building team in planning, supporting and providing instruction, and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.

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- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Master’s degree or Doctorate in school counseling from an accredited university or college. (Candidate may be considered if special projects or thesis work is still in progress.)

EXPERIENCE: Previous successful experience as a secondary school counselor highly preferred. Experience in school counseling preferred.

CERTIFICATES AND LICENSES: Current Washington State Educational Staff Association Certification to function as a school counselor. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification of license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certification

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date