

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Career and Counseling Services Specialist (TOSA)

DEPARTMENT: High School Education

REPORTS TO: Director of Career and Counseling Services

POSITION SUMMARY: Under the direction of the Director, the Specialist assists with the coordination and support of K-12 district-wide career and counseling services delivered in each building. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

- Assist with coordination and provision of student services in and between the schools by maintaining ongoing communication with administrators, special services, nurses, community health practitioners, and participating in the appropriate regional and state associations.
- Assist with the development, revision, and adoption of curriculum, curricular materials, assessments, and strategies to align with federal and state mandates and include employability skills, career options, and High School and Beyond Plans.
- Assist the District 504 Coordinator, monitoring compliance, coordinating responses, and providing training to staff.
- Serve as a support staff to the McKinney-Vento Homeless Education Liaison by coordinating district and building services, training the appropriate staff, and acting as an advocate for families for District services.
- Assist in the management and coordination of the programs and services of the district's guidance programs,
- Develops plan for and implements data collection and analysis of program effectiveness in order to provide regular program feedback to stakeholders with suggested plans for amelioration of any targeted areas of concern.
- Identify staff needs for in-service and arrange for or provide appropriate in-service training for staff.
- Actively participate in, facilitate, and organize regular staff meetings for those in Counseling and Career Services to ensure the efficacious delivery of the continuum of services.
- Develops and maintains business relationships with local service providers, making referrals and requesting assistance in wrap around services, as appropriate.
- Serve on the District Safety Committee, including providing input on crisis management and recovery plans.
- Mentor and monitor counselors and career specialists new to their position or to the ISD.
- Monitor, offer content for, and provide feedback on schools' counseling website and communications
- Prepare reports as required by district, OSPI and other agencies.
- Maintain working relationships with staff, parents, community businesses and organizations, and national Counseling professional associations.
- Attend staff and other professional meetings as may be assigned or necessary.
- Continue professional growth of method and technique improvements.
- Demonstrate positive relationship skills with district staff, maintaining ongoing and open communication.
- Use technology for communication, presentations, trainings, workload management, and workshops.
- 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 with emphasis in School Counseling or related field.

EXPERIENCE: Minimum of 5 years successful school counseling experience at the high school level or 7 years middle or elementary school counseling. Prior experience coaching and training adult learners.

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CERTIFICATES & LICENSES: Possess WA ESA Certification in School Counseling. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUC./TRAINING: Maintaining knowledge as current of ASCA standards and graduation requirements

REQUIRED TESTING: None Specified

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