

**Kashunamiut School District  
Chevak, Alaska**

JOB TITLE:	K-12 Counselor	Certified SALARY: DOE
REPORTS TO:	Principal	HRS: 7.5 hr/day
LOCATION:	Chevak School	No. DAYS: Until 5/15/25

---

**JOB PURPOSE:**

1. To provide, a comprehensive counseling program for students in grades K-12; consult with teachers, staff and parents to develop an strong understanding of student needs; and to provide support for high school career development and other educational programs.
2. To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.
3. To help students make the occupational choices, post-secondary educational choices, and career evaluations that will lead them to meaningful, successful, and rewarding work.
4. To help students enrolled in a college-preparatory program make the choices and fulfill the application requirements that will lead them to meaningful, appropriate, successful, and rewarding post-secondary educational experiences.
5. To provide classroom anti-bullying lessons for students.
6. To provide coordination of district level activities among counseling staff.

**Duties, Responsibilities and Accountabilities**

In the performance of duties the Counselor is directly responsible to the principal with coordination with the Director of Special Programs.

1. Teach the high school counseling curriculum.
2. Provide orientation activities for students new to the school, e.g., “Brown Bag” lunch sessions; participate in orientation programs for upcoming 9<sup>th</sup> graders; guide 9<sup>th</sup> and 10<sup>th</sup> graders in the updating of their “High School 4-year Plans”; guide 11<sup>th</sup> and 12<sup>th</sup> graders to assist them in evaluating their current status and planning their post-high school educational and/or career plan; plan/coordinate/assist in pre-registration of 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders for following year’s program; collaborate with middle school personnel to effect the pre-registration of 8<sup>th</sup> graders for 9<sup>th</sup> grade; assist students new to district with course selection at the time of registration; interpret standardized test results and information to students, parents, and teachers; guide groups and individual

- students in the application of the test results and information to their educational and career plans; interpret results of college entrance tests and/or career assessments to group of students; guide all students to develop career/vocational plans through the teaching and/or supervision of career education activities, such as career/counseling center orientations, utilization of the Alaska Career Information System and other counseling center resources; provide a mechanism for the systematic and efficient dissemination of current, accurate information needed by individual students and/or parents as they develop their educational or career plans
3. Conduct structured, goal-oriented counseling sessions in systematic response to identified needs of individuals or group of students recurrent topics at the high school level include academic failure, attendance and behavioral problems, peer problems, family issues, child abuse, substance abuse, suicide attempt, sexuality issues, etc.
  4. Consult with teachers, staff and parents regarding the developmental needs of students.
  5. Refer students (as needed) with problems to appropriate community and regional resources.
  6. Participate, coordinate or conduct activities that contribute to the effective operation of the school.
  7. Participate in staffing; conduct in-service programs for faculty as a whole and/or by departments; conduct/facilitate conferences with teachers and/or students, and/or parents; conduct or provide opportunities for parent education programs; assist families with school related problems.
  8. Work with staff and the principal to develop a positive school climate.
  9. Interpret group test results to faculty and staff; contribute to the school's goals for enhancing education in the building; establish effective liaisons with the various instructional departments; act as an advocate for groups or individual students decisions are made that will affect those students; work with other school staff in the placement of students with special needs in appropriate programs; including gifted education, special education and vocational education opportunities; participate as a team member with the administration in the implementation of the district testing program.
  10. Assist parents with financial aid documents and college/career program paperwork
  11. Serve as the building level assessment coordinator
  12. Plan and evaluate the building counseling program; Annually design with other staff and administration the counseling program content based on student's needs as determined through the Alaska School Counseling Program Guide, and establish the counseling department calendar; evaluate the counseling learning

activities as they are implemented; and complete an annual counseling program evaluation. and

13. Pursue professional growth.

### **QUALIFICATIONS:**

1. Alaska School Counseling Certification Required
2. Master's Degree majoring in counseling and guidance, preferred.
3. Background or experience in educational counseling preferred.
4. Experience in dealing with the handicapped students preferred.
5. Ability to work closely in a counseling role with students, parents, and staff members.

### **Knowledge, Skills and Abilities**

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.
2. Requires extensive computer software proficiency including: Microsoft Office (Outlook, Excel, Word, PowerPoint, etc.), Adobe Professional and Acrobat Pro, Scanning, Internet access. Etc. Requires excellent writing, grammar and spelling skill.
3. Requires interpersonal skills to courteously and effectively assist individuals on the telephone or in person and to maintain good relations. Requires ability to communicate with a variety of people to gather information or to communicate information to others. Ability to resolve issues involving conflict.
4. Requires ability to speak clearly and concisely both in oral and written communication.
5. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.
6. Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations.
7. **Physical Demands:** 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.  
While performing this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; operate a computer; and reach with hands and arms. This position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. The employee must occasionally lift and/or move up to 30 pounds, such as tables, office and meeting supplies. This position occasionally requires employee to work extended or irregular hours. Specific vision abilities required by this job include close vision and

depth perception. Some travel is required as part of the job. Employee must hold current Alaska Driver's license and be able to drive.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

**Note:** *title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, which became effective November 21, 2009, protects applicants and employees from employment discrimination based on genetic information. Employers are prohibited from discriminating in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees or their family members, the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees, or their family members.*

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern.