



Jr.-Sr. High School Counselor Job Description

Appointed by:	Cordova School Board Upon recommendation of the Superintendent
Reports to:	Jr./Sr. High School Principal
Length of Position:	197 Days
Report Date:	On or around August 5, yearly
Location:	Cordova Jr./Sr. High School; Cordova School District; Cordova, AK
FLSA Status:	Fair Labor Standards Act, Exempt Status
Guidance Received:	Work performance/duties will be subject to review by the School Principal and/or Superintendent/Designee

QUALIFICATIONS:

1. Must possess State of Alaska Type C Special Services (school counselor) certification. Professional Teacher Certificate and/or Type B Principal Certification is desirable. Master's degree in counseling/related field preferred
2. Must possess a minimum of a Bachelor's degree in an educationally related area. Master's degree preferred
3. A minimum of three (3) years counseling experience required
4. Such alternatives to the above three qualifications as the Superintendent may determine appropriate
5. Must successfully complete a pre-employment physical and drug test
6. Must obtain background clearance through Cordova School District procedures. As per District Policy AR 4112.5, 4212.5, 4312.5, no person(s) who has ever been convicted, or plead guilty or no contest (including forfeiture of bail) to a crime involving violence or sexual abuse will be hired by the District; nor will any person who has been convicted, or plead guilty or no contest (including forfeiture of bail) to (1) a felony or (2) a crime or other violation involving a controlled substance within the five years preceding the application, be hired by the district
7. Must be able to demonstrate a sound understanding and implementation of instructional practices, (lesson) planning, formative assessment practices, and data analysis
8. Must be able to demonstrate implementation and use of technology to enhance learning opportunities for students
9. Must have above average communication skills and the ability to work well with and lead others, as needed
10. Must possess sound social, emotional, and professional judgment
11. Must be able to work well and handle stress-related situations in a positive, professional manner
12. Must be able to lift and carry up to fifty (50) pounds at varying distances up to fifty (50) feet
13. Must be willing to perform essential functions, knowledge, and abilities outlined below

BASIC FUNCTION:

Under the supervision of the School Principal, provide students instruction, leadership, and support for progress toward grade-level expectations, independent thinking skills, post-secondary opportunities, student self-worth, and success

ESSENTIAL FUNCTIONS:

1. Apply developmental, learning, counseling, and education theories to support student growth and well-being
2. Demonstrate understanding of educational systems, legal issues, policies, research, and trends in education
3. Apply legal and ethical principles of the school counseling profession
4. Use American School Counselor Association (ASCA) Mindsets & Behaviors for Student Success standards to inform and shape the implementation of a school counseling program and to apply professional competencies
5. Demonstrate understanding of the impact of cultural, social, and environmental influences on student opportunities and success
6. Serve as District Test Coordinator and administer testing programs, as appropriate, for the purpose of assessing student competency levels
7. Counsel students for the purpose of improving their performance, well-being, problem solving techniques, and a variety of appropriate skills
8. Guide individuals/groups of students through the development of post-secondary educational and career plans
9. Share scholarship materials and guide students through the application process
10. Plan and coordinate activities such as career and college fairs, scholarship information distribution, and other extensions of the counseling program
11. Monitor and advise students and parents on progress toward promotion/graduation
12. Assist outside agencies visiting the school and speaking to groups of students, including military, college and technical school representatives, and representatives of careers available without post-secondary training
13. Prepare and maintain a variety of records and reports related to assigned activities, including but not limited to correspondence with parents, assessment data, counseling logs, and behavior contracts, as needed
14. Work closely with classroom teachers in planning and implementing guidance sessions based on the developmental and social emotional needs of all students
15. Collaborate with instructional staff, other school personnel, parents, and a variety of community resources leading to improving the overall quality of student outcomes and established curricular objectives
16. Instruct and guide students for the purpose of improving their success in academic, interpersonal and daily living skills, including social emotional learning outcomes
17. Assess student progress towards objectives, expectations, and/or goals (e.g. behavioral, motor development and communication skills, academic needs, vocational abilities, etc.) and provide feedback to students, parents and administration, as requested
18. Participate in a variety of meetings, including but not limited to staff meetings, IEPs, parent-teacher conferences, and 504 meetings for the purpose of conveying and/or gathering information required to perform counseling support responsibilities
19. Engage parents, families, and the community as partners in the education of students
20. Maintain healthy and positive school environment conducive to maximizing learning opportunities
21. Model positive personal behavior to promote a healthy school culture
22. Maintain excellent public relations through communications with the general public and district office departments; respond courteously to inquiries and provide information within scope of responsibility
23. Participate in, coordinate, and conduct activities that contribute to the effective operation of the counseling program and school, overall
24. Maintain and respect confidentiality of student, staff, and District matters
25. Perform related duties as assigned by the School Principal and/or Superintendent/Designee



DEMONSTRATED KNOWLEDGE AND ABILITIES:

Knowledge of:

- AK Standards for Educators and Culturally Responsive Schools
- American School Counselor Association Professional Standards & Competencies
- AK Content Standards (Early Learning and English Language Arts Anchor Standards)
- Technology implementation to enhance learning opportunities for students
- Curricular and counseling practices, research, and methodologies, including differentiation
- Standardized and performance-based assessment practices
- Age-appropriate activities and lesson plan requirements
- Stages of child development
- Behavior management strategies
- Correct oral and written English usage (grammar, spelling, punctuation, and vocabulary)
- Interpersonal skills using tact, patience, and courtesy
- Record-keeping and report preparation
- General school procedures and protocols, including customer service practices
- CSD Policies and Procedures

Ability to:

- Provide effective counseling and mentoring, as requested
- Read technical information, compose a variety of documents, and facilitate group discussions
- Analyze situations to define issues and draw conclusions
- Collaborate effectively with a wide variety of individuals/agencies internal and external to the organization
- Foster an engaging learning environment for students
- Communicate effectively both orally and in writing
- Plan and organize work
- Motivate learners
- Problem-solve
- Meet deadlines consistently
- Prepare and deliver oral presentations, as requested
- Establish and maintain cooperative and effective working relationships with others
- Maintain records; prepare and submit reports
- Maintain consistent, punctual, and regular attendance
- Speak in public forums

Approved by: Alex Russin
Superintendent of Schools

Date: February 20, 2024