TITLE: TCHR School Counselor K-12

DEPARTMENT: Office of Schools, School Climate, Culture & Community

POSITION INVENTORY: C 52

FLSA STATUS: Exempt

REPORTS TO: Building Administrator

FT/PT: Full Time/ 195 days

RECEIVES GUIDANCE FROM: C3 Coordinator, Office of Schools Support Team

BASIC FUNCTION:
Design, implement, and manage a comprehensive school counseling program aligned with the American School Counselor Association National Model and the Iowa Framework for School Counseling Programs, addressing the career, academic, and social emotional development of all students.

ESSENTIAL FUNCTIONS:
1. Develop and manage a comprehensive school counseling program.
2. Deliver district guidance curriculum.
3. Provide individual student planning.
4. Provide responsive services.
5. Allocate majority of time to delivering a comprehensive school counseling program directly to students through guidance curriculum, individual student planning and responsive services, and indirectly through student-centered collaborations, consultations, and referrals.
6. Provide system support.
7. Provide accountability for program and personal/professional goals and growth.
8. Provide at risk services

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):
1. Attend work on a prompt and regular basis.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.
HIRING SPECIFICATIONS:

Required:
1. Master's degree in school counseling
2. Valid Iowa license in school counseling
3. Competency working in a culturally diverse environment or the willingness to acquire these skills.

Desired:
1. Classroom teacher experience
2. Prior experience at the grade level(s) of position

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<thead>
<tr>
<th>PHYSICAL DEMAND</th>
<th>FREQUENCY:</th>
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<tbody>
<tr>
<td>1. Standing</td>
<td>Frequent 33% - 66%</td>
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<tr>
<td>2. Walking</td>
<td>Frequent 33% - 66%</td>
</tr>
<tr>
<td>3. Sitting</td>
<td>Frequent 33% - 66%</td>
</tr>
<tr>
<td>3. Bending/Stooping</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>4. Reaching/Pushing/Pulling</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>5. Climbing/Stairs</td>
<td>Frequent 33% - 66%</td>
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<tr>
<td>6. Driving</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>7. Lifting 25 lbs</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>8. Carrying 20 feet</td>
<td>Occasional 1% - 32%</td>
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</tbody>
</table>
| 9. Manual Dexterity Tasks
  a. Telephone          | Frequent 33% - 66%                  |
  b. Computer           | Constant 67%+                      |
  c. Other              | Never 0%                           |
| 10. Working Conditions
  a. Inside             | Frequent 33% - 66%                  |
  b. Outside            | Occasional 1% - 32%                |
  c. Extremes of Temperature/Humidity | Occasional 1% - 32% |

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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*Human Resources Generalist or Manager

*This job description is not approved without the signature of a Human Resources Representative.