

School Counselor

## GALENA CITY SCHOOL DISTRICT

**Position:** School Counselor

**Location:** TBD

**Reports to:** Principal

**Classification:** Certified

**Work year:** School Term

**Salary:** GEA Agreement

### **SUMMARY OR PURPOSE:**

To provide comprehensive counseling program for all children. Consult with teachers, parents, staff, and community to enhance their effectiveness in helping students. To provide support for other educational programs.

### **QUALIFICATION REQUIREMENTS:**

- Master' Degree in Counseling and Human Services
- Alaska Type C Certificate
- Two Years Experience in School Counseling
- Excellent Written, Oral, and Interpersonal Communication Skills
- Understanding and Appreciation for Cross-Cultural Counseling and Ethnic Diversity
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### **PERFORMANCE RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Guides individuals and groups of students through the development of educational and career plans.
2. Implements the guidance curriculum through delivery of classroom lessons and infusion in content areas.
3. Supports and reinforces the key role of the classroom teacher.
4. Serves as a consultant to staff and parents.
5. Counsels individuals and small groups toward social and emotional resiliency.
6. Counsels parents and other family members on individual student needs.
7. Provides counseling and support to students and their families during a crisis situation.
8. Participates in research, evaluation, and data analysis to develop, enhance, and improve various programs.
9. Maintains thorough and accurate client records.
10. Acts as a liaison among school staff, parents, and public or private agencies.
11. Conducts parent group meetings, workshops, and in-service training.
12. Devises and implements appropriate counseling techniques to accommodate a variety of functioning levels.
13. Is accessible to all students for career, educational, and Personal counseling.
14. Acts as a student advocate.
15. Organizes, administers, assists, and refers to testing programs.
16. Participates in counseling and guidance program development, maintenance and enhancement.
17. Uses an effective referral process for assisting students and others to use special programs and services.
18. Responsible for completing Safe and Drug-Free Schools grant application.
19. Assumes a leadership role in promoting a positive school climate.
20. Pursues continuous professional growth.
21. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

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 the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools controls; and reach with hands and arms. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability focus.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes. The noise level in the work environment is usually low to moderate.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

# GALENA CITY SCHOOL DISTRICT

## Evaluation Form

### School Counselor

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

It is the belief of the Galena City School District that evaluation can be an effective tool to improve performance. It is the goal of this evaluation to effect change in the direction of continually increasing professional excellence.

Comments may be written at the end for any or all indicators:  
 E=Exemplary                  S=Satisfactory                  N=Needs Improvement

	E	S	N
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Implements the guidance curriculum through delivery of classroom lessons and infusion in content areas.			
Supports and reinforces the key role of the classroom teacher.			
Serves as a consultant to staff and parents.			
Counsels individuals and small groups toward social and emotional resiliency.			
Counsels parents and other family members on individual student needs.			
Provides counseling and support to students and their families during a crisis situation.			
Participates in research, evaluation, and data analysis to develop, enhance, and improve various programs.			
Maintains thorough and accurate client records.			
Acts as a liaison among school staff, parents, and public or private agencies.			
Conducts parent group meetings, workshops, and in-service training.			
Devises and implements appropriate counseling techniques to accommodate a variety of functioning levels.			
Is accessible to all students for career, educational, and Personal counseling.			
Acts as a student advocate.			
Organizes, administers, assists, and refers to testing programs.			
Participates in counseling and guidance program development, maintenance and enhancement.			
Uses an effective referral process for assisting students and others to use special programs and services.			
Responsible for completing Safe and Drug-Free Schools grant application.			
Assumes a leadership role in promoting a positive school climate.			
Pursues continuous professional growth.			

**Evaluator's Comments:**

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**School Counselor's Comments:**

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The signatures below indicate that the School Counselor and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_