

# HIGHLINE PUBLIC SCHOOLS Job Description

**JOB TITLE: SCHOOL COUNSELOR**

**GROUP: HEA**

**BASE CONTRACT DAYS PER FISCAL YEAR: 180**

**FLSA STATUS: Exempt**

**Plus additional days as provided by the HEA bargaining agreement**

**SUMMARY:** A school counselor works in a school setting in collaboration with students, parents, district staff, and community resources. The school counselor coordinates a comprehensive counseling and guidance program that facilitates learning for students of all ages by offering personal/social counseling and educational/career guidance. Personal/social counseling includes services that lead the student toward being a healthy individual who is a positive decision maker, effective communicator, and a productive contributor to a diverse democratic society. Educational/career guidance includes academic planning that prepares the student for academic success and the skills and knowledge to meet their educational and career goals. The student is guided toward being a life-long learner, complex thinker, collaborative worker and an active participant in their community.

**CONTEXT AND WHO WE ARE:** Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

**OUR PROMISE:** *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop classroom activities/presentations and curriculum in order to:
  - Implement guidance activities for class use
  - Teach students personal/social skills and health
  - Guide students in academic planning
  - Lead students in career exploration
2. Consult and collaborate with families, teachers, other educators, and community organizations for the purpose of creating and understanding and/or awareness in the following:
  - The student's person, social, and educational developmental needs
  - The student's abilities, challenges, and progress in school
  - Additional information to further enhance parent/child relationships

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- How to support their student's educational development at home
  - Provide resources to support student's and family's growth
  - Work with all stakeholders to help the student realize his/her potential
  - Collaborate with teachers and other school staff to appropriately meet the student's personal and social needs in a classroom setting
3. Individual student planning/responsive services:
- Responsible for evaluating assessment data for the purpose of class/scheduling/placement
  - Assists student with educational planning and/or career exploration for the future
  - Assists teachers with I.E.P. and 504 accommodation plan
  - Responds to crisis situations
  - Counsels students through different issues and researches referral options

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE:**

MA degree with valid WA State ESA counseling certification

#### **PREFERRED QUALIFICATIONS:**

Two years of teaching and/or counseling experience including experience counseling students in crisis; anger management and other social skills.

#### **CONDITION OF EMPLOYMENT:**

Criminal background clearance

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

#### **KNOWLEDGE OF:**

Principles and practices of counseling

American School of Counselor ethical standards

Adolescent physical, social, and emotional needs and abilities

Washington State Essential Learning Standards based instruction

Best practices in leadership

Cultural diversity issues

School board policies and procedures

#### **ABILITY TO:**

Communicate effectively verbally and in writing

Maintain effective working relationships with individuals and groups in a multicultural and diverse community

Operate a variety of modern office equipment including microcomputers and related software

Provide leadership

Attend to detail and follow tasks through to completion

Organize and set priorities

Work effectively under pressure and meet deadlines

Work independently with minimal supervision

Exercise good judgment and maintain confidentiality

Comply with school board policies and follow administrative procedures

**REPORTING RELATIONSHIP:** Principal or designee

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**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 the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** 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 regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

### CLASSIFICATION HISTORY

Updated Context and Disclosures sections, 2024.05.21  
Revised Condition of Employment section, 2021.12.07  
Updated Mission & Context by HR, April 20, 2018  
Updated to add EEOC statement, 2017.05.23  
Updated by Human Resources as outlined by Chief Talent Officer, 2015-08-06  
Transferred to newest JD format by Human Resources, 2014.05.02  
Updated by Human Resources with input from Special Services, 2013/08  
Updated by Human Resources, 07/12  
Revised by Human Resources, 11/2009  
Revised by Human Resources, 11/2003  
Revised and approved, 08/1979

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, [titleixofficer@highlineschools.org](mailto:titleixofficer@highlineschools.org); Civil Rights Act: District Ombudsman, 206.631.3104, [civilrightscoordinator@highlineschools.org](mailto:civilrightscoordinator@highlineschools.org); Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, [504coordinator@highlineschools.org](mailto:504coordinator@highlineschools.org), Address: 15675 Ambaum Blvd. SW, Burien, WA 98166