



KENT SCHOOL DISTRICT

EQUITY | EXCELLENCE | COMMUNITY

Position Description

TITLE:	Secondary Counselor	REPORTS:	Principal/School Administrator
COMMUNITY:	N/A	CLASSIFICATION:	KEA
FLSA:	Exempt	WORK YEAR:	185 KEA Calendar
ISSUED:	May 21, 2024	SALARY:	KEA Salary Schedule

PRIMARY PURPOSE:

The purpose of this position is to provide academic and personal guidance to all assigned students.

ESSENTIAL JOB DUTIES:

Provides educational, vocational, and personal counseling to students through group guidance and individual counseling activities.

Coordinates or assists in the school's standardized testing program and interprets test results to teachers, students, and parents.

Consults with parents regarding the family's role in supporting the academic needs of individual students.

Participates in the orientation of students to the next higher grade level and to post high school placement.

Coordinates the process for identification and referral of students with the appropriate district personnel.

Consults with the student support services team, building staff, and district administration with respect to development of curriculum, the master schedule, and classroom activities to meet the personal and academic needs of the students.

Coordinates the effort necessary for the referral of families to special in-district and out-of-district services.

Promotes and communicates the counseling and guidance program of the district to students, staff, parents, and community.

Initiates parent, teacher, and student conferences involving issues of poor academic performance, discipline, and/or substance abuse.

Coordinates and participates in school-wide registration, new student enrollment, and class changes for secondary grades.

Monitors classification, credits, progress, and graduation requirements/status of students; maintains adequate student and office records for each student.

OTHER JOB DUTIES:

- Participates in research activities designed to improve the school program in accordance with established district policies and regulations.
- Serves on a variety of committees and works on special projects as assigned.
- Serves as member of the counseling team of the school and district; performs related duties consistent with the scope and intent of the position as assigned.

REQUIRED QUALIFICATIONS:

Knowledge, Skills, and Abilities

- Knowledge of guidance and counseling principles, practices, and techniques..
- Knowledge of the concerns, problems, and issues important to students.
- Knowledge of rules, regulations, and policies pertaining to the counseling of students.
- Ability to provide counseling and guidance to students.
- Ability to analyze and synthesize data.
- Ability to produce accurate records and reports.
- Ability to make independent decisions.
- Ability to establish and maintain effective working relationships with students, parents, other employees, and others as needed.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to learn and operate a variety of software programs.
- Ability to organize and coordinate workload.
- Ability to be flexible and adaptable.
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Education and Experience

Master's degree in guidance and counseling or related field; or any equivalent combination of education, experience, and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work and to meet certification requirements.

Allowable Substitutions

N/A

Licensing and Certification

Valid Washington State teacher's certificate with appropriate endorsements

WORKING CONDITIONS:

The daily counseling activities are performed in a school setting. There is a high level of interaction with students. The work may require moving, lifting, and storing of materials and equipment. Frequent interruptions occur; visual and mental concentration on details and precision is required. The counselor may be exposed to infectious diseases and biohazards.

WORKING RELATIONSHIPS:

Consults with the principal and staff in developing, implementing, and sustaining a sound guidance program within the building. Consults with classroom teachers and parents in meeting identified needs of all students. Consults with professional staff members in providing or utilizing appropriate services to assist students with special needs. Consults with professional practitioners in the community through the exchange of pertinent information. Interacts daily with students, parents, teachers, administrators, and other district staff.

EVALUATION:

Evaluation responsibilities are assigned to the principal or other school administrator.

In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.