

KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Soldotna, Alaska

NOTICE OF VACANCY  
May 11, 2026

2026-27

Job Title:	School Counselor	Salary:	DOE – Negotiations in Progress
Location:	Soldotna High School Soldotna, Alaska	# of Days:	194

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**JOB QUALIFICATIONS:** To apply a candidate must have or be eligible to obtain a current Alaska Type C Special Services Certificate issued by the Alaska Department of Education with an endorsement in School Counselor or Guidance and Counseling or equivalent. An Alaska Type C Special Services Certificate issued by the Alaska Department of Education with an endorsement in School Social Work with two years school counseling experience may be considered. Recent experience in the secondary school setting is preferred. Experience may include teaching experience, counseling, completion of a practicum, or other relevant educational or employment experiences.

**JOB DESCRIPTION:** Utilizing leadership, advocacy, and collaboration, the school counselor will work with site administrators to promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and social/emotional development for all students. School counselors help students develop social skills and succeed in school. They provide education, prevention and intervention services, which are integrated into all aspects of students' lives. Early identification and intervention for children's academic and personal/social needs is essential to remove barriers to learning and promote academic achievement. This position reports to and is evaluated by the site principal. School counselors work as a team with school staff, parents and the community to create a caring climate and atmosphere through a comprehensive developmental school counseling program. Requires a willingness to provide services in an online blended format and provide remote services to students using various technology based platforms.

**Job Duties, Responsibilities and Accountabilities:**

- Schedules students into appropriate academic course placements.
- Utilizes appropriate counseling techniques to accommodate a variety of functioning levels.
- Provides career and educational counseling.
- Acts as a student advocate.
- Implements the prevention guidance curriculum through delivery of classroom lessons and infusion in content areas.
- Supports and reinforces the key role of the classroom teacher.
- Demonstrates outstanding interpersonal skills when dealing with students, parents, and staff.
- Serves as a consultant to staff and parents.
- Counsels individuals and small groups toward social and emotional resiliency.
- Consults with parents and other family member on individual student needs.
- Acts as a liaison among school staff, parents, and public or private agencies.
- Conducts parent group meetings and workshops.
- Provides in-service training to all staff to assist them with planning and implementing interventions for adolescents in order to maximize the developmental benefits in all students.
- Devises and implements appropriate counseling techniques to accommodate a variety of functioning levels.
- Is accessible to all students for career, educational, and personal counseling.
- Consults with staff to increase students' awareness of the relationship between school and work.

- Participates in counseling and guidance program development, maintenance, evaluation and enhancement.
- Consults with school staff concerning early identification, remediation, and the use of an effective referral process for assisting students and other in using special programs and services.
- Assumes a leadership role in promoting a positive school climate.
- Pursues continuous professional growth.
- Assists with the intake and exit process as a member of the team, as necessary.
- Assists with establishing positive behavior plans.
- Assists with completion and collection of all data needed for program evaluation.

**CERTIFICATION REQUIREMENTS:** Must have a current a current Alaska Type C Special Services Certificate issued by the Alaska Department of Education with an endorsement in School Counselor or Guidance and Counseling, Social Work or equivalent on/or before the first contract day.

**Language Skills:** Ability to read, analyze and interpret professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, parents and the public.

**Mathematical Skills:** Ability to work with and apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and AV/VCR carts. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

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