

K-12 SCHOOL COUNSELOR

SPA License Status:	<i>Licensed/Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Exempt</i>
Supervisor:	<i>School Principal</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Certified Salary Schedule</i>
Terms of Employment:	<i>7.5 hours / 9 month</i>
Job Goal:	<i>School counselors create comprehensive school counseling programs that focus on positive outcomes and maximizing success for all students.</i>

Minimum Qualifications

Applicants may meet this requirement by meeting requirements of subsections Pathway A or B or C:

Pathway A

- Possess a certificate issued by the National Board for Certified Counselors*
- Passage of the New Mexico Teacher Assessment Teacher Assessment (NMTA).*
- Content Knowledge Assessment (CKA) in School Counseling.*

Pathway B

- Licensed professional mental health counselor (LPC) or licensed professional clinical mental health counselor (LPCC) credential issued by the New Mexico counseling and therapy practice board.*
- A minimum of six semester hours of graduate credit in school counseling coursework.*
- Passage of the New Mexico Teacher Assessment (NMTA)*
- a) Content Knowledge Assessment (CKA) in School Counseling.*

Pathway C

- Master's degree in school counseling from a regionally accredited college or university and meeting the applicable program requirements as follows:*
- a) A Master's degree awarded by a New Mexico college or university must incorporate the New Mexico State Board of Education's ("SBE") approved competencies in the area of school counseling.*
- b) A Master's degree awarded by a college or university outside of New Mexico must be for a school counseling program approved by the SBE.*
- Master's degree in a discipline other than school counseling and 36-42 graduate hours in*

school counseling, (which may be completed as a part of the Master's degree program or in addition to the Master's) meeting the applicable program requirements as follows:

- a) The 36-42 graduate hours awarded by a New Mexico college or university must incorporate the SBE's approved competencies in the area of school counseling and include a 300-hour practicum or internship in a school setting.*
- b) The 36-42 graduate hours awarded by a college or university outside of New Mexico must be for a school counseling program approved by the SBE and include a practicum in a school setting.*
- *Passage of the New Mexico Teacher Assessment (NMTA)*
 - a) Content Knowledge Assessment (CKA) in School Counseling.*

Job Duties

1.The counselor will develop and implement a comprehensive school level guidance program based on the American School Counseling Association National Standards and focused on the physical, social, intellectual, emotional, and vocational growth of each student by:

- a) Determining guidance priorities based on local assessed needs.*
- b) Formulating measurable objectives from identified needs and priorities.*
- c) Formulating specific tasks relating to achieving the objects.*
- d) Coordinating a continuing evaluation of the program.*
- e) Serving all students at the prevention level.*
- f) Coordinating with the appropriate administration to achieve items A. 1-4.*

2.The Counselor will coordinate activities in the guidance and counseling program by:

- a) Communicating the curriculum based on Content Standards and Benchmarks.*
- b) Working with other staff members to encourage the inclusion of a student-oriented philosophy in all school activities.*
- c) Helping to integrate the guidance and counseling program within the total school program.*
- d) Communicating with parents and the community about services available within the guidance and counseling program.*
- e) Learning about available school and community resources.*
- f) Establishing and maintaining contact with school and community resources.*
- g) Working with the administration to utilize community resources related to the guidance program.*

3.The counselor will provide information and facilitate guidance activities for students, staff and parents

- a) parents by:*
- b) Assisting others in their understanding of personal and social development.*
- c) Serving as a resource to facilitate groups and presentations on pertinent issues.*
- d) Providing prevention strategies, which address current issues such as chemical dependency, teenage pregnancy, suicide, dropping out, and various forms of abuse.*
- e) Conducting activities on educational career themes.*
- f) Conducting orientation/training programs for students, parents, and staff.*
- g) Interpreting test results to students, parents, and staff.*

4. The counselor will serve as a consultant to the school and community by:

- a) *Providing mediation for change in behavior and conflict resolution.*
- b) *Serving as a liaison for issues pertinent to the learning environment of the school.*
- c) *Supporting the staff with assistance in developing positive rapport with students to maximize learning potential by reducing or mitigating the impact of learning barriers.*
- d) *Assisting teachers in identifying students who would benefit from counseling and providing feedback on referred students as appropriate.*
- e) *Providing information to parents and students to aid in their understanding of educational goals and barriers to learning.*
- f) *Providing resource materials and expertise dealing with issues affecting students, staff, and family.*
- g) *Providing information about appropriate community resources or organizations, which provide services to students and their families.*
- h) *Developing strategies and methods of working with parents and guardians.*

5. The counselor will provide individual and group counseling by:

- a) *Providing crisis intervention.*
- b) *Using interventions in situations detrimental to the physical, mental, educational, and emotional well-being of the individual.*
- c) *Providing support to individuals by addressing topics such as interpersonal relations, communication, decision-making, problem-solving skills, academic programs, and career and life planning.*
- d) *Making referrals to school and community resources when necessary.*
- e) *The counselor will uphold the standards of the counseling profession by meeting the state competency standard and the requirements for preparation. Participating in the development of policies concerning guidance and counseling. Keeping informed about developments and innovations with the profession at the local, state, and national levels. Following the legal and ethical standards of the counseling profession. Realizing personal and professional limitations.*
- f) *The counselor will understand the cultural context of relationships, issues, and trends in a multicultural and diverse society related to such factors as culture, ethnicity, nationality, age, gender, sexual orientation, mental, and physical characteristics, education, family values, religious and spiritual beliefs, and socioeconomic status, and unique characteristics of individuals, couples, families, ethnic groups, and communities.*
- g) *The counselor will be able to use technology in the design, implementation, monitoring, and evaluation of a comprehensive school counseling program.*

6. Medicaid School Based Services Performance Responsibilities are as follows:

- a) *Participants shall attend Medicaid informational/training sessions if needed.*
- b) *Participants shall adhere to all general requirements as outlined in the Medicaid School Based (MSBS) guidance documents that pertain to participation/position in the program, as well as specific site requirements created to assist in obtaining needed information.*
- c) *Participants shall maintain and submit all required paperwork for direct billing and complete administrative random moment time studies in a timely manner.*

7. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.

8. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.

9. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
10. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
11. *Evenings and weekend work may be required.*
12. *Perform such other tasks as may be assigned.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____