



JOB DESCRIPTION

COUNSELOR

March 2019

Position Type:	Certified
Reports to:	Site Principal
Department:	Instructional
Pay Scale:	Teacher Scale
Contract Days:	180 elementary 190 Secondary
Job Number:	203

POSITION SUMMARY

The counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive developmental school counseling program that addresses academic, career, and personal/social development of high school grade students.

QUALIFICATIONS/JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Master's degree in counseling or related field from an accredited institution.
- Oklahoma Teaching Certification in Education or Alternative Teaching Certification as approved by Oklahoma State Department of Education required.
- Satisfactory criminal background check.
- Demonstrate the ability to establish and maintain a high standard of behavior.
- Must possess the ability to establish and maintain effective working relationships with students, parents, peers, district staff, and the community.
- Must possess the ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative and follow state and district guidelines.
- Knowledgeable of School District policies, processes and guidelines.
- Program activities and shares results as appropriate.
- Performs all other duties as assigned.
- Demonstrate a thorough knowledge of assigned curriculum and child development.
- Demonstrate a thorough knowledge of teaching principles and methodology.
- Possess the ability to clearly communicate both orally and in writing.
- Demonstrate the ability to understand and follow written and oral instructions.
- Demonstrate the ability to effectively manage the classroom and students.
- Demonstrate the ability to effectively facilitate student development and academic achievement.

DUTIES AND RESPONSIBILITIES

Employees holding this assignment may perform some or all of the following tasks. An individual must be able to successfully perform the essential functions of this position with or without a reasonable accommodation. Other duties may be assigned as necessary by the Building Principal.

- Become knowledgeable of District policies, processes and guidelines.
- Comply with applicable District, state, local and federal laws, rules and regulations.
- Ensure the safety of every student.
- Work cooperatively with other team members to improve the instructional program.
- Develops and manages a comprehensive school counseling program for all students.
- Delivers the counseling curriculum to all students focusing on Academic, Career, and Personal/Social Domains.

- Designs, delivers, evaluates and revises a planned sequential developmentally appropriate program in accordance to district counseling standards and indicators.
- Facilitates the infusion of counseling curriculum activities into classroom curricula to support the developmental needs of all students.
- Facilitates instructional process in collaboration with school staff and community resources.
- Counsels with students to promote self-awareness, self – identify, and positive social and academic skills.
- Develops/delivers/ and evaluates student planning addressing academic goal setting and transition plans.
- Informs students and parents about pertinent test results, academic programming, behavior intervention strategies, and their implications to the overall academic success.
- Provides individual and group counseling to students with identified concerns and needs.
- Implements a referral process and follow up process to outside counseling agencies and support agencies.
- Provides information to staff and parents to assist them in crises related issues that may affect the school climate.
- Consults and coordinates with – in district professionals and community agencies, such as school psychologist, nurses, administrators, community based counselors, service agencies, and physicians.
- Manages activities that establish, maintain, support, and enhance the total school counseling system.
- Advocates for equal access to programs and services for all students.
- Plans and coordinates programs that are an extension of the counseling program.
- Coordinates parent programs.
- Participates in school decision making.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Participates with the administration and faculty as a team member in the implementation of the district testing program.
- Collects and reviews evaluative data to ensure a successful counseling program which links the school counseling program to student academic progress.
- Measures results of the school counseling program
- Evaluate and differentiate student progress and adapt individual programs to meet student needs.
- Effectively use computer and technology to support effective instruction and student learning.
- Attend work regularly and be punctual.
- Attend professional development and other schedule meetings.
- Embrace and implement innovative instructional strategies.
- Plan, implement and teach a developmentally appropriate program following federal, state, and district outcomes that meet the individual physical, intellectual, social, cultural, creative, and emotional needs and abilities of the students.
- Employ instructional methods and strategies that are appropriate for meeting students' needs and educational objectives.
- Conduct screenings and tests to evaluate and monitor results and progress of students.
- Implement curriculum with rigor, purpose, and planning.
- Be passionate for instructional excellence.

- Be a role model in all aspects of professionalism and demonstrate a positive attitude.
- Participate in various meetings and committees for the purpose of receiving and or providing information, and providing feedback to students, parents, and supervisors regarding student goals and progress.
- Collaborate with staff and parents for the purpose of improving the program and quality of student performance, planning curriculum and events, and developing solutions.
- Train and monitor the success of educational assistants through planning, conducting regular observations, conferencing, and providing resources.
- Maintain records and mandatory documents.
- Create a classroom environment that is conducive to learning and growing.
- Manage student behavior for the purpose of providing a safe and optimal learning environment.
- Consult with families and collaborate to provide engaging opportunities to participate in their child's education.
- Assist parents in increasing their knowledge in child growth and development through regular communication, conferences, visits, activities, and community events.

WORKING CONDITIONS:

- Office environment
- Occasional travel to and from student homes and other school sites.
- Must be able to sit or stand for prolonged periods.

- Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
- Must be able to move throughout the building and from building to building.
- Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
- Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
- Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
- Must be able to review written materials in print and electronic formats. 8. Must be able to complete job duties in an environment where background noise and frequent interruptions.

ACKNOWLEDGEMENT:

I have read and understand the essential functions for this position and certify that:

____ I have the ability to perform the essential functions of this position either with or without a reasonable accommodation.

____ I do not have the ability to perform the essential functions of this position either with or without a reasonable accommodation.

Employee Printed Name

Employee Signature

Date

Muskogee Public School District I-20 is an equal opportunity employer and does not discriminate on the basis of age, race, color, creed, religion, disability, gender, ethnic or national origin or veteran status. Muskogee Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.