

JOB INFORMATION

Job Title:	School Counselor
Version Date:	1/28/25
Salary Grade:	Teacher Salary Schedule
Category:	Instruction
Department:	Instructional Services
Work Year:	10 Month, 169 Elementary, 179 Middle School, 184 High School
FLSA Classification:	Exempt

JOB SUMMARY

Under the direction of the building principal, the School Counselor implements a comprehensive school counseling program aligned with the ASCA National Model. They foster a safe, supportive, and inclusive environment that promotes students' academic, social, emotional, and physical growth. Through data-driven practices, the counselor identifies student needs, monitors outcomes, and adapts programs to ensure equitable access and success for all learners. They collaborate with students, families, staff, and community partners to build a positive school culture and connect students with essential resources. Additionally, the counselor manages counseling resources and maintains an inviting office space accessible to students and families.

Essential Functions

Essential Function	% TIME
Advocate for and provide services to students in academic, personal, social, and career development domains.	5%
Assists students in evaluating students' aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data and works with students in developing education and occupation plans consistent with such evaluation. Assists in the scheduling of classes.	5%
Support student and family access to and use of educational platforms	5%
Provide Tier 2 and Tier 3 counseling to students.	7%
Teach classroom guidance lessons and activities.	7%
Provide students with opportunities for career exploration.	5%
Serves as a resource and consultant on mental health and child development.	3%
Provides staff professional learning.	2%
Review school data frequently to ensure that the school counseling program supports the academic, career, and personal/social development of all students.	4%
Prepare reports, records, lists, and all other required information and data.	3%
Encourage active parental and community involvement in students' education by fostering effective communication between teachers, parents, and the broader community.	3%
Assist students in conflict resolution.	5%
Manage student crises by providing immediate support and intervention, including conducting suicide screenings and collaborating with the building team to evaluate risk through additional assessments, ensuring student safety and well-being.	3%
Respond to building-level crises by providing immediate support and coordination, collaborating with the building emergency response and crisis team to ensure safety for students and staff.	5%
Refer students to intervention, remediation, academic, and alternative programs to support their academic success and personal well-being.	4%

School counselors are equipped to identify and address student mental health and social-emotional needs while also helping students and families connect with appropriate resources.	5%
Develop school-wide initiatives, including PBIS, Career Fair, College Fairs, FAFSA Completion, Mentorship programs, and fundraisers, based on school-identified needs.	4%
Provide brief counseling and refer students to appropriate school personnel or community agencies for additional support.	4%
Participate in MTSS, ESS, and 504 meetings.	4%
Participate in parent/teacher conferences.	2%
Serve as a resource for school personnel and parents.	4%
Follow the required procedures and practices.	5%
Participate in professional development activities.	3%
Participates in school leadership, committees, and teams	3%

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Certification

Required	<p>Master of Arts Degree (or internship phase of MA degree) with intensive coursework in School Counseling, including professional counseling orientation and ethical practice, social and cultural diversity, human growth and development, career development, counseling and helping relationships, group counseling and group work, assessment and testing, and research and program evaluation.</p> <p>Valid Colorado Special Service Provider License through CDE or the ability to obtain</p>		
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Work Experience

Preferred	Experience with adolescents and/or young learners.		
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Skills

Strong customer service skills, both external and internal	High
Excellent oral and written communication skills	High
Talking to others to convey information effectively.	High
Understanding the implications of new information for both current and future problem-solving and decision-making.	High
Knowledge of counseling theories and skills, group dynamics, and small group processes; extensive knowledge of K-12 child and multicultural development; knowledge of K-12 instructional programs.	High
Working knowledge of gifted and special education programs; knowledge of promotion and retention requirements.	High
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	High
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	High
Being aware of others' reactions and understanding why they react as they do.	High
Understanding written sentences and paragraphs in work-related documents.	High
Managing one's own time.	High
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	High
Actively looking for ways to help people.	High
Communicating effectively in writing as appropriate for the needs of the audience.	Medium
Adjusting actions in relation to others' actions.	Medium
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	High
Considering the relative costs and benefits of potential actions to choose the most appropriate one.	High
Motivating others to change their perspectives or behavior.	High

Bringing others together and trying to reconcile differences.	Medium
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Licenses and Certifications				
	CPR - Cardiac Pulmonary Resuscitation	Upon Hire	Preferred	
	FIRST AID - First Aid	Upon Hire	Preferred	

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			

Physical Demands						
<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Crouching		X				
Grasping				X		
Grip			X			
Handling				X		
Kneeling			X			
Reaching (Abduction)				X		
Reaching (Adduction)				X		
Lifting (Above Shoulder)		X				
Pinch				X		
Pulling (Horizontal)		X				
Pulling (Vertical)		X				
Pushing (Horizontal)		X				
Pushing (Vertical)		X				
Lifting (Floor to Waist)		X				
Lifting (Waist to Shoulder)		X				
Reaching (Forward)		X				
Vision (Far)			X			
Reaching (Waist to Shoulder)		X				
Reaching (Above Shoulder)		X				
Reading			X		X	
Repetitive Motions		X				
Sitting		X				
Standing			X			
Wrist Deviation (Wrist Extension)		X				

Reaching (Floor to Waist)		X							
Vision (Near)				X					
Walking					X				
Wrist Deviation (Pronation)		X							
Wrist Deviation (Radial Deviation)		X							
Wrist Deviation (Supination)		X							
Wrist Deviation (Ulnar Deviation)		X							
Stooping			X						
Wrist Deviation (Wrist Flexion)		X							

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

Working Environment

Working Condition	NA	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity	X				
Wet		X			
Noise		X			
Hazards		X			
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				
Other	X				

Valid Driver's License Required

Yes/No	Reason for Drivers License
No	

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.

Functional Competencies

Competency	Level	Competency Description
Analytical Thinking	3. Mid	Identifies issues using a systematic and methodical approach.
Collaboration	3. Mid	Maintains mutually beneficial partnerships with other functions.
Communication Skills	4. Experienced	Assesses circumstances using experience and a variety of information gathered.

Company Knowledge	4. Experienced	Assesses circumstances using experience and a variety of information gathered.
Problem-Solving	4. Experienced	Assesses circumstances using experience and a variety of information gathered.

SCOPE

Freedom To Act

Work is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy.

Problem Complexity and Problem-Solving Timeframes

Provides resolution to a diverse range of recognizable complex problems. Analysis is required to identify the root cause. Uses judgment within defined boundaries to develop alternate solutions, both long and short-term. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically the majority of tasks take three to six months to resolve.

Financial Responsibility

Total Financial Responsibility	The incumbent does not currently have budgetary responsibilities
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