

JOB DESCRIPTION
Puyallup School District
PEA

K-12 School Counselor

Purpose Statement

The mission of the Puyallup K-12 School Counselor is to help all students reach their full potential.

K-12 counselors provide a proactive, and data-driven comprehensive school counseling program that facilitates students' academic, career and social/emotional development through the collaborative efforts of school personnel, families, and community resources.

“The purpose and role of school counselors is planning, organizing, and delivering a comprehensive school guidance and counseling program that personalizes education and supports, promotes, and enhances the academic, personal, social and career development of all students, based on the national standards for school counseling program of the American School Counselor Association.” RCW 28A.410.043

Essential Functions:

- Engage in high-quality school counseling system support
 - 80% - Direct and Indirect Services; 20% Comprehensive Program Planning and School Support

80% of Time		20% of Time
Direct Services	Indirect Services	Program Planning & School Support
Classroom Lessons	Administering Needs Assessment	Developing Annual Calendar
Small Groups	Consultation	Annual Administrator Conference and Regularly Scheduled Meetings
Individual Meetings	Collaboration on behalf of the student	Analyzing Needs Assessment
Student Appraisal and Advisement	Referrals (tutoring, career support, employment training, mental health)	Compiling and Sharing Data Based Reports
504 Meetings with Student and Families	Participation on team meetings about student academics, behavior, attendance (i.e. 504s, intervention teams)	Time Tracking
		Hosting a school counseling program advisory council
		Regular meetings with other school counselors
		Contributing to “fair share” duties as articulated in CBA 25.4

- Implement comprehensive Tier 1 school counseling support that reach ALL students
- Provide intentional, targeted, culturally responsive Tier 2 school counseling interventions
- Provide intensified Tier 3 school counseling supports/referrals for students
- Evaluate and share the results.
- Consult, collaboration, and team with key stakeholders to support student success
- Promote equity and access for all students
- Actively pursue and participate in professional learning

Required Knowledge, Skills, and Abilities:

- Utilize technology and other virtual tools to support efficient and effective program delivery and communication with the school community.

Applicable Student and Professional Standards:

- ASCA Mindsets & Behaviors for Student Success
- ASCA Ethical Standards for School Counselors
- ASCA School Counselor Professional Standards & Competencies

Education and Experience

- Master's degree or higher in School Counseling
- Valid Washington State Education Staff Associate (ESA) Certificate in School Counseling
- Commitment to uphold local, state, and national standards in school counseling
- High physical and emotional energy, problem solving mindset, and the ability to handle stress.

Certificates & Licenses:

- Valid Washington State Certificate with appropriate endorsements.
- Must maintain as current any certification or license listed herein and held at hire date.

Continuing Education & Training:

That which is required to be effective in the profession, and/or is required by the collective bargaining agreement and to maintain certification.

Preferred Experience or Skills

- Previous school experience preferred
- Bilingual skills preferred

Work Environment

The daily instructional activities are typically performed in an office setting or in a pull-out model with small groups of students. There is a high level of interaction with students, must be able to maintain emotional control under stress. The usual and customary methods of performing the job's functions require the following physical demands: moving, lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 10% walking, and 20% standing. Frequent interruptions occur; visual and mental concentration on details and precision is required. This job is performed in a generally clean and healthy environment.