



JOB DESCRIPTION

JOB TITLE: Secondary Counselor

REPORTS TO: Building Principal or other identified administrator

UNIT CLASSIFICATION: Renton Education Association (REA)

PRIMARY PURPOSE:

The Renton School District is currently accepting applications for the position of a school counselor at a secondary school. The school counselor works with the principal and the Director of Special Programs and Services in carrying out the counseling program of the Renton School District. The counselor is responsible for the professional quality of the program in individual schools and for the consistency of the program as it relates to established policies and procedures of the Renton School District.

ESSENTIAL FUNCTIONS:

1. Assist students with educational planning and the evaluation of progress toward educational goals.
2. Consult with parents, teachers and administrators, concerning the needs of individual students.
3. Provide family consultation services to assist parents with concerns related to school adjustment and performance.
4. Work cooperatively with others to achieve common goals supporting Professional Learning Communities.
5. Contribute to the orderly development and conduct of program learning activities and curriculum.
6. Establish and maintain standards of student behavior to achieve an effective learning atmosphere.
7. Provide for the identification and referral of students in need of specialized services.
8. Serve as liaison between the school guidance team and community resources regarding individual students.
9. Facilitate the transition of students from one educational level to the next.
10. Interpret the school guidance program to students, staff, and community.
11. Cooperate with the district testing office in completing group testing programs.

12. Assist building personnel in the use of test results in planning appropriate educational programs for individual students or groups of students.
13. Ensure the maintenance of student records and implement procedures that will encourage their appropriate use.
14. Maintain regular attendance; adhere to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
15. Provide consultation regarding students whose attendance patterns interfere with their educational progress.
16. Provide classroom guidance lessons in cooperation with certificated teaching of staff to support the implementation of Positive Behavior Supports (PBS) and educate students on the harmful effects of harassment, intimidation, and bullying (HIB).
17. Other duties as assigned by the building principal or designated Chief of Schools with consideration of fair share within the counseling department.

MINIMUM QUALIFICATIONS

1. Educational Staff Associate certifiable.
2. Washington State Teaching Certificate preferred.
3. Master's degree in Guidance and Counseling.
4. Demonstrated ability to develop and implement appropriate positive behavior interventions for students and develop behavior supports.
5. Experience and/or demonstrated ability to perform all responsibilities of the position. Successful experience working with students, staff and community in highly diverse settings.
6. Successful experience and demonstrated interest in working with high needs youth and communities.
7. Demonstrated interest in and evidence of continued personal and professional growth.
8. Cultural Competence; ability to work effectively with diverse populations.

RELATIONSHIPS

The Counselor reports directly to the Principal of the school. The Counselor collaborates with school and district leaders and staff in interpreting and executing the above responsibilities in addition to any other responsibilities that may be assigned. The Counselor maintains appropriate contact with students, parents, community members and other district staff members.

SALARY

Salary is determined by placement on the District salary schedule, plus fringe benefits.