

Job Title:	Counselor	Job Category:	Certified
Department/Group:	Saddle Mountain Unified School District #90	Organizational Relationships:	Supervised by principals
Level/Salary Range:	Salary Determination Chart for Certified Employees	Blood Borne Pathogen Risk:	Not At Risk
Work Status:	Exempt	Weight Lifting Requirement:	Up to 30 lb.
Work Days:	Per 10 month calendar or as assigned by supervisor	Benefits:	Discretionary Leave per Policy Employee Insurance
Work Hours:	As assigned by supervisor	Supervises:	N/A
Drug Free Campus	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy GBED.		
Position Summary:			
Provide behavioral and educational counseling to individuals and small groups of students, assist students in understanding and seeking solutions to social, emotional, and/or academic issues; serve as a resource pertaining to student behavior management strategies, student welfare, attendance problems and concerns; and other related functions as needed.			
Position Qualifications and Education Requirements:			
<ul style="list-style-type: none"> • Master's degree in counseling from an accredited college or university (preferred) • Arizona Guidance Counselor Certificate • One (1) year of successful experience in school counseling (preferred) • Believe all children are capable of success, with no exceptions • Knowledge of school, district, and community resources available for students • Experience in consultation/collaboration with classroom teachers • Ability to establish and maintain effective working relationships with peers, parents and the community • Excellent human relations skills • Skills in both oral and written communication • Ability to work in a multicultural environment with diverse population of students, staff and parents • Ability to travel to more than one work location in the course of the day as assigned • Possess and maintain current NCI, First Aid and CPR certification (preferred) • Knowledge of special education laws, policies, procedures and practices required to provide appropriate services for students in all areas of disability • Ability to establish and maintain effective working relationships with peers, parents and community members • Ability to develop and maintain required records and reports • Must be able to maintain a valid Arizona Driver's license • Bilingual (preferred) 			
Essential Functions:			
<ul style="list-style-type: none"> • Initiate and implement individual and group counseling • Facilitate classroom counseling guidance programs • Convey to parents and staff, regarding specific student needs in academic, career and personal/social areas • Provide students, parents and staff with prevention and intervention programs in career awareness, behavior management, effective decision making and goal setting, and facilitate parent groups as requested • Maintain records of counseling services and consulting contacts • Assist in identification and evaluation of students with special needs • Assist the staff and parents with the interpretation of evaluative data and other student records • Cooperate with outside agencies and contacts within the district • Provide academic advisement to appropriate grade/age levels 			

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- Assist with master schedules, registration and student schedules as requested
- Maintain Medicaid logs and time study, if applicable
- Adhere to ethical and professional standards
- Maintain accurate records for compliance with district, federal and state guidelines
- Follow state law and district policy involving child abuse and neglect cases
- Provide on-going consultation and support to teachers and teams in the development, design and implementation of behavioral assessments and positive behavior intervention plans for students experiencing difficulties
- Participate in the District Crisis Team as needed
- May be required to participate in student meetings which occur beyond the normal assigned work schedule/day
- Perform other duties as assigned by superintendent and/or supervisor

Physical Demands: The physical demands described here are representatives 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. While performing the duties of this job, employee is frequently required to walk, sit, talk and hear. The employee will stand and walk, bend, raise arms and lift up to 30 pounds. The employee will need to demonstrate movement patterns. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with students, the public and other staff members. Specific vision abilities required by the job include close vision.

Work Conditions: 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. The noise level in the work environment is moderate. The information contained in this job description is for compliance with the American's with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position, if applicable, and additional duties may be assigned.

The Saddle Mountain Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Saddle Mountain Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

Reviewed By:	Cabinet	Date:	February 4, 2020
Approved By:	Board	Date:	
Last Updated By:		Date/Time:	