

SNOQUALMIE VALLEY SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: **High School Counselor**
Reports to: **Building Administrator**
Work Year: **School Year**

FLSA Status: **Exempt**
Classification: **Certificated-SVEA**
Salary: **As Stated in Schedule**

Position Summary: The school counselor provides services to students, which include school program and career planning; individual and group counseling, needs assessments for determining appropriate modes of service and short term crisis intervention. The counselor also disseminates appropriate information to students, staff and parents, and assists in articulation between middle school, high school and post-high school institutions.

Qualifications Required:

- Valid Washington State ESA Counseling certificate.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Qualifications Desired:

- Experience as a high school counselor.
- Multilingual.

Essential Functions and Responsibilities:

- Assess the needs of the students as appropriate and assist with the provision of a suitable learning environment to meet their needs.
- Evaluate each student's educational growth and development and make periodic reports to parents or guardians as well as to the designated school administrator.
- Conduct effective classroom presentations to students (6-12).
- Assist in program planning for individual and school schedules; evaluate and monitor transcripts; assist in registering students.
- Remain current on state graduation requirements and track student progress.
- Provide individual and group counseling and guidance, including academic, social/emotional, and career.
- Provide topic-focused group counseling, including suicide prevention, divorce issues, anger management and development of communication skills as needed.
- Plan and conduct parent informational meetings and brief crisis counseling, as needed.
- Participate in school guidance team and serve on building and district committees as needed.

- Provide referral services to students, parents and staff as appropriate and in accordance with federal law, state guidelines, and District regulations.
- Conduct staff in-service training in appropriate areas such as 504, McKinney-Vento, and CPS notification.
- Consult with teachers on individual students including developmental stages of youth, academic and social/emotional intervention strategies, and physical needs.
- Work with other school counselors and/or post high school institutions in the articulation of student learning programs.
- Work with middle school counselors in transition of in-coming students (i.e. records, placement recommendations, and at-risk students).
- Maintain safe and healthy conditions in the learning environment and report promptly to principal any serious accident or illness affecting students.
- Collect, maintain and disseminate information as necessary and appropriate.
- Maintain complex and confidential electronic and physical files and records for individual and department use, for the purpose of providing up-to-date reference, and in compliance with records retention guidelines.
- Demonstrate and maintain positive working relationships with staff, parents, community, businesses and organizations, national/local counseling professional associations.
- Attend staff and other professional meetings as may be assigned or necessary.
- Use technology for communication, presentations, trainings, workload management, and workshops.
- Possess knowledge of and adhere to District Policies and Procedures.
- Attend local/regional training and keep abreast of new information, innovative ideas and techniques and develop a system to share this information with teachers and provide support to integrate new information/tools.
- Communicate openly and effectively with students, community, staff, and administration.
- Work cooperatively with peers in sharing ideas, techniques, and procedures for improvement of the learning environment
- Assist with the development of an atmosphere of respect, interest, and enthusiasm within the school.

Nonessential Skills and Experience:

- Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

- Demonstrated ability to interact tactfully and positively with students, staff, parents, community, and other customers; maintain effective working relationships with a variety of people.
- Demonstrated strong initiative and self-motivation.
- Demonstrated ability to act with integrity, fairness, and in an ethical manner.
- Demonstrated ability to effectively establish work priorities, and to make independent decisions.
- Demonstrated ability to work on multiple tasks simultaneously.

- Demonstrated ability to be detail oriented with excellent organizational skills.
- Demonstrated ability to be flexible and open to new ideas.
- Demonstrated ability to work effectively under pressure while maintaining a high level of productivity.
- Demonstrated ability to follow directions, yet exercise independent and appropriate judgment.
- Reacts to change productively and handles other tasks as assigned.
- Demonstrated support of the value of education.
- Demonstrated support of the mission, vision and values of the District.

Physical Demands and Work Environment: The physical demands and work environment characteristics 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

- *Physical Demands*—Majority of the time spent walking throughout building, sitting in meetings and in classrooms; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20 lbs.; occasional sitting at computer, utilizing keyboard.
- *Work Environment*—Conditions vary, depending on location. Occasional high noise level and varying light levels.

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the District policy on evaluation of certificated employees

Approval/Revision Date: May 2021

General Sign-off: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.