



Thompson School District Licensed Staff Job Description

Job Title: PreK-8 School Counselor
Prepared Date: October 2023
Work Year: 185 Days
Reports To: Building Principal and Director of Exceptional Student Services

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 building, sixteen elementary schools, four middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at tsd.org.

SUMMARY: *The mission of the Thompson School District PreK-8 School Counselors is to establish the foundation for student achievement for the whole child. This is accomplished through supporting the academic, personal/social, and career awareness needs for all students in the PreK through grade 8.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct services to students to address behavioral and social-emotional interferences to achievement
 - Individual counseling/assessment/interpretation
 - Small group counseling
 - Classroom guidance delivery driven by state and nationally approved standards
- Indirect/consultative services
 - Referral support to community resources
 - Development/management of Student Behavior Intervention
 - 504 Plan development/management
 - Consultation with building/district colleagues and parents
- Membership on/collaboration with building/district committees
 - Problem-Solving/RtI teams
 - Positive Behavior Intensive Support teams
 - Crisis response teams
 - Safety & belonging teams
 - School improvement teams
 - Parent education/support groups
 - Mentorship program groups
 - Substance awareness/Red Ribbon groups



Thompson School District Licensed Staff Job Description

Job 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.

SKILLS, KNOWLEDGE, & EQUIPMENT:

- Human relations skills
- Knowledgeable of teaching and developmental stages of PreK-8 students
- Knowledgeable about community counseling resources
- Knowledgeable about intellectual, social/emotional, adaptive behavior and other normed reference instruments
- Knowledgeable about current literature and best practices that relate to improving student achievement, behavior, social and emotional functioning
- Excellent written and verbal communication skills

SUPERVISION/TECHNICAL RESPONSIBILITY:

- Supervise the daily activities of students in employee's care.

EXPERIENCE:

- PreK-8 school teaching or counseling experience preferred.

EDUCATION AND TRAINING:

- Masters degree in school counseling

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Colorado special service provider license with school counselor endorsement (or licensure application in process with CDE).
- Thompson School District PreK-8 school counselors are bound by the ethical and legal standards of the American School Counseling Association (ASCA).

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

PHYSICAL DEMANDS:



Thompson School District Licensed Staff Job Description

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age marital status or disability. The Superintendent is committed to cultural diversity among district personal as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive list of the activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.