

Vail School District No. 20
Job Description

Job Title: Counselor
Department: School
Reports To: Principal
FLSA Status: Exempt
Classification: Certified Pay Guide

SUMMARY: The school counselor's primary role is working with students. In addition, the counselor serves as a consultant, resource person, guidance specialist, researcher and educator. These roles support the function of counseling of students and allow the counselor to serve as the students' advocate. Develops and implements a curriculum program consistent with district educational goals and objectives.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the American with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is illustrative only, and is not a complete listing of all functions and tasks performed by positions in this job class.

A. Counseling Students

- Assist the student in understanding and accepting himself/herself as an individual and enabling the student to express an awareness of his/her feelings, values and needs.
- Assist the pupil in the development of the ability to cope with and solve problems competently.

B. Consultation

- Clarify guidance and counseling services available through the school.
- Resource person on the growth and development of students.
- Assist parents in developing realistic perceptions of their children's aptitudes, abilities, interests, attitudes and development in terms of educational and occupational planning, school progress and social progress.
- Share appropriate information with staff members, noting the need for confidentiality.
- Identify pupils with special needs and make appropriate referrals.
- Participate in staff meetings and case conferences.
- Assist teachers in gathering materials and planning activities for classroom guidance.
- Disseminate materials and information concerning college requirements, college entrance examinations, financial aid, and career trends.

C. Guidance

- Primary responsibility in the area of student guidance.
- Head a guidance activity with a classroom.
- Head a guidance activity with a small group of students.
- Work with individual students in the area of guidance.
- Articulation of services available between both middle and high school, as well as between high school and college.

- Assist in assessment of potential aptitude and interpretation of achievement instruments.

D. Evaluation

- Write, distribute and evaluate post high school follow-up survey.
- Evaluate school guidance program, using data retrieved from survey.

May monitor the activities of a teacher assistant and volunteers.

Orders supplies and instructional materials.

SUPERVISORY RESPONSIBILITIES

This position will supervise students.

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.

EDUCATION and/or EXPERIENCE

A. Required

- Master's degree in Guidance and Counseling.
- Valid Arizona Guidance Counselor Certificate Pre K-12.
- Willingness to assist with co-curricular and/or extra-curricular activities.

B. Desired

- Prior teaching experience.
- Prior experience as a high school counselor.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arizona Teaching Certificate

PHYSICAL DEMANDS The physical demands 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

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made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, feel and type; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT 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 usually moderate. Classroom environment Indoors and outdoors All weather conditions/temperatures. Playground environment. Contact with public, employees, children and parents. Exposure to noise, dust, gas and fumes.