

COUNSELOR

FLSA: Licensed (Professional)

PURPOSE: The purpose of this position is to provide primary guidance, prevention, counseling and coordinated services to students in cooperation with parents, school staff and members of community services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

- Create and model a respectful learning environment.
- Effectively work with and respond to people from diverse cultures or backgrounds.
- Uses current body of knowledge in cultural diversity issues to develop and conduct classroom guidance activities that address issues such as personal safety, emotional awareness, social balance, drug and alcohol prevention and concerns, and developmental skills for effective living.
- Assist staff with implementing classroom guidance activities.
- Monitor all students to assure that appropriate referrals and/or plans are made to improve educational progress and social/emotional balance.
- Participate in development and implementation of individual student plans (e.g., IEP, 504).
- Work as part of the school team to fully implement Response to Intervention (RTI).
- Work collaboratively with school personnel in meeting diverse social, emotional and academic needs of students.
- Consult with teachers, students and parents in identifying and solving problems that interfere with school progress.
- Work with individuals and groups of students to improve skills in decision-making and interpersonal relations.
- Assist in transition between elementary and middle school or middle school and high school.
- Work effectively and collaboratively with diverse student, staff and community populations.
- Serve as liaison between school and community resources that benefit students, parents and school community.
- Establish and maintain open lines of communication with all students and with parents/guardians concerning both academic and behavioral progress of students.
- Assist school staff and administration in implementing all policies and/or rules governing student conduct, reinforce individual schools' plans for positive behavior support, and utilize effective, proactive behavior management skills in all school settings.
- Maintain accurate, complete and confidential records as required by law, district policy, and administrative regulations.
- Utilize technology as related to job responsibilities.
- Reflect upon own performance and accept and utilize supervisory suggestions and feedback.
- Take primary responsibility for pursuing and evaluating own professional growth.
- Attend and participate in staff meetings and district inservice meetings.
- Participate in activities that are related to school functions and/or the education process that occur outside the regular workday, in accordance with the collective bargaining agreement.
- High School:
 - ✓ Provide students and parents information about graduation requirements and credits.

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- ✓ Guide students in course and subject selection.
- ✓ Obtain and disseminate occupational information to students.
- ✓ Assist students in evaluating career interests and choices.
- ✓ Assist students in developing plans to achieve educational goals.
- ✓ Assist students in investigating and preparing for post-secondary education, training or work, including assistance with applications, testing, financial aid, etc.
- Perform other duties as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Corvallis School District and enhances learning.
- Maintain regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedule.
- Observe laws, district policies and procedures, and professional standards for this position.
- Work effectively and collaboratively with diverse student, parent and community populations
- Carry out work responsibilities with strong organizational skills, effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff and parents.
- Support students and staff in the district's career related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Collect, record, store, retrieve, assimilate, organize and utilize information and records electronically and by using traditional methods.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

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.

- Valid Oregon teacher or personnel service license with counselor endorsement and appropriate grade level authorization.
- Understanding of human growth and development patterns, learning theory and brain research.
- Familiarity with a variety of age appropriate guidance, counseling and behavior management strategies that reflect current research on best practices
- Effective oral and written communication skills.
- Ability to listen with empathy and understanding to others who have concerns to express.
- Knowledge of state and federal education laws and of student and staff rights.
- Ability to exhibit professionalism and effective human relations.
- Ability to effectively manage and supervise students and their work.
- Ability to facilitate meetings and collaboration efforts with staff and community.
- Ability to travel among district facilities as needed, and, if driving, the ability to meet district driving standards.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.



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

- Frequent or prolonged sitting.
- Crouching to work with younger students.
- Possibly moderate to high noise level.
- Frequent and prolonged talking/listening in conversations/meetings.
- Requires accurate perceiving of sound.
- Requires handling and working with variety of materials and objects.
- Work may occasionally involve lifting/carrying objects weighing 15-25 pounds.
- Possible exposure to bodily fluids due to student injury or illness.
- Possible exposure to bodily harm due to student behaviors.

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.

- This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision are required.
- This position involves working in close proximity to groups of children and adults.
- Evening and/or extended work hours may be required.
- This position may require traveling to multiple work sites.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

EMPLOYEE STATEMENT: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work.

I have read and understand this job description.

Signature_____

Date_____

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature