

**Job Title:** 6-12 Counselor

**Supervisor:** Principal

### **Job Summary**

To provide, as a member of the Counseling/Guidance Department, a comprehensive guidance program for students in grades 6-12 and specifically provide activities to meet the needs of their assigned caseload; consult with teachers, staff, and parents to enhance their effectiveness in helping students; and provide support to other educational programs.

### **Essential Duties**

- Remains readily available to students so as to provide counseling that will help lead each student to increased personal growth, self-understanding, maturity, and success in school (academics, career planning, attendance, and policies).
- Works with students on a group or individual basis in the solution of personal problems such as home and family relations, health and emotional adjustment, academics, and attendance.
- Refers severe problems to appropriate school and/or community resources.
- Responds to crisis situations when appropriate.
- Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
- Conducts counseling activities in the classroom in conjunction with administration and teachers.
- Consults with teachers to facilitate the infusion of counseling activities into the regular education curricula.
- Obtains and disseminates occupational information to students and to classes studying occupations.
- Interprets post-high school opportunities and available information regarding career, college, military and lifestyle decisions.
- Initiates, assembles, maintains, and interprets accurate health records, attendance records, cumulative progress records, activity records, and uniform transcript records of assigned students.
- Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
- Assists in the development of the master schedule.
- Registers students in appropriate classes for all trimesters.
- Contacts and guides assigned students and their parents in the use of test results for career planning and present the educational options available to help them reach their goals.
- Supervises the preparation and processing of college, scholarship, and employment applications.
- Facilitates the testing of students.
- Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
- Attends various evening meetings.

- Evaluates and suggests revisions to the building counseling program, as needed.
- Possesses the computer skills necessary for this position.
- Perform other related duties as may be assigned by the Superintendent.

**REQUIRED SKILLS AND KNOWLEDGE:**

- Valid Idaho Teaching Certificate endorsed in Pupil Personnel Services Standard Counselor K-12.
- Working knowledge of PowerSchool software program preferred.

**TERMS OF EMPLOYMENT:**

- Approximately 155 days or remainder of the calendar year.
- Salary based on education and experience.
- Comprehensive benefit package

**AN EQUAL OPPORTUNITY EMPLOYER**