

Meeker School District Re-1

Job Description

Title: Elementary & Middle School
Counselor
Department(s): Instructional Staff
Reports to: Building Principal
Work Year: Teacher Work days + 1 week



Job Summary:

A professional staff member who assists students in their personal development to support the learning process.

Summary of essential job function:

1. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to: confidentiality, courtesy, cooperation and positive attitude, reliability/punctuality, timeliness in respect to deadlines, respectfulness toward others
2. Is readily available to students to provide counseling to students to increase their personal growth, self-understanding and maturity.
3. Works with students on an individual basis to help solve personal problems related to home and family relationships, peer relationships, health and emotional adjustments.
4. Works with students in small groups to help solve personal problems related to home and family relations, peer relationships, health and emotional adjustments.
5. Works with students in need of de-escalation and conflict resolution
6. Develops and implements character building initiatives
7. Confers with parents whenever necessary.
8. Advises administrators and faculty on matters of student discipline.
9. Assists in RTI/MTSS meetings.
10. Works to discover and develop special abilities of students as well as helping students resolve educational handicaps.
11. Registers new students and orients them to procedures and opportunities for learning.
12. Maintains student records and protects their confidentiality.
13. Takes an active role in interpreting the school's objectives to students, parents and the community.
14. Assist in orientation of new faculty members.
15. Assists in arranging for tutors and/or summer school opportunities.
16. Assists in coordination of testing activities.
17. Assists in writing and implementation of 504 plans, ICAP, and other student specific plans as needed
18. Assumes other responsibilities as assigned.

Preferred Qualifications and Experience:

- At least three years of successful teaching experience
- A valid license as a school counselor, school psychologist, or working toward a valid license
- A master's degree, or equivalent, representing intensive coursework in the principles and practices of educational guidance, testing and measurement, counseling, administration of guidance services and the psychology of learning.
- Such alternatives to the above qualifications as district administration and the school board may find appropriate and acceptable

Clearances:

- Criminal Justice Fingerprint/Background Check.
- Colorado Department of Education Teaching License

Physical Demands:

- The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

- The noise level in the work environment can be loud and distracting at times.
- The work environment can involve high stress tasks.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.