

# Meeker School District Re-1

## Job Description

**Title:** Counselor  
**Department(s):** Instructional Staff  
**Reports to:** Building Principal  
**Work Year:** Teacher Work days + 2 weeks



### Job Summary:

A professional staff member who assists students in their personal development to support the learning process. At the high school level, counselors also assist students in college and career planning.

### 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. Work with students on an individual basis to help solve personal problems related to home and family relations, health and emotional adjustments.
4. Confers with parents whenever necessary.
5. Advises administrators and faculty on matters of student discipline.
6. Assists students in evaluating aptitudes and abilities by interpretation of test scores and data.
7. Works to discover and develop special abilities of students as well as helping students resolve educational handicaps.
8. Registers new students and orients them to procedures and opportunities for learning.
9. Plans guidance trips to schools, colleges and industry.
10. Maintains student records and protects their confidentiality.
11. Supervises preparation and processing of college, scholarship and employment applications.
12. Takes an active role in interpreting the school's objectives to students, parents and the community.
13. Assist in orientation of new faculty members.
14. Assists in arranging for tutors and/or summer school opportunities.
15. Coordinates testing activities.
16. Evaluates transcripts and credits earned to determine class, ranking and graduation.
17. Maintains records for the Academic Letter Awards.

18. Helps plan Academic Awards Night and graduation.
19. Develops the mater class schedule and schedules students for the upcoming year.
20. Maintains permanent records relating to the alternative language program.
21. Stays knowledgeable and current concerning graduation requirements.
22. Assumes other responsibilities as assigned.

**Qualifications and Experience:**

- At least three years of successful teaching experience
- A valid license as a guidance counselor or working toward
- 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 the 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.