

Job Description

Position: Counselor
Location: Mandaree School

Duties and Responsibilities:

1. The School Counselor is the professional educator responsible for an academic, social and/or personal counseling program.
 - a. Advises and assists students in improving academic performance. Works with individuals and small groups of students in solving adjustment and personal problems. Informs students of the purpose, goals, techniques, and rules of procedures at or before the time when the counseling relationship is entered. Protects the confidentiality of students' records, personal data, and information in accordance with state and federal policies.
2. The School Counselor adheres to state and federal standards regarding selection, administering, and interpreting test/assessment measures.
 - a. Seeks specialized training regarding the use of electronically based testing programs that may differ from that of more traditional testing formats. Monitors the use of assessment results, interprets data, serves as a resource to teaching staff, and takes reasonable steps to prevent others from misusing the information. Uses caution when utilizing test/assessment techniques, making evaluations, and interprets performance of school population. Assesses the effectiveness of the test/assessment program in having an impact on students' academic, social, and personal development through accountability measures which examine achievement, opportunity and attainment gaps.
3. The School Counselor adheres to the state and federal laws, guidelines, and ethical standards regarding parental rights and services.
 - a. Establishes appropriate, collaborative relationships with parents/guardians to facilitate the academic, social, and emotional development of their children. Informs parents of the counselor's role in the confidential counseling relationship with students, and making reasonable efforts to honor the wishes of the parents/guardians when the student's condition is a danger to self or to others. Provides parents/guardians accurate, comprehensive, and relevant information regarding their children. Respects diversity among families recognizing that all parents/guardians are vested with certain rights and responsibilities for the welfare of their children. Involves parents, student, counselor in three way communications when not in interference with confidentiality laws
4. Counselor provides an effective student discipline plan that promotes positive student behavior, which has been communicated to students and is aligned with the school parent compact and school-wide discipline policy.
 - a. Counselor designs classroom discipline plan aligned with school-wide plan with student input, which is communicated and posted. All students understand behavioral expectations. Counselor provides guidance and mentoring to help other teachers develop skills in behavioral management and their classroom plan serves as a model for others.
5. School personnel will maintain a positive attitude that will aid in relationship building.
 - a. Greets students/staff in a friendly manner and uses appropriate language; provides physical and emotional support to students when needed; demonstrates professionalism when meeting with parents; contact parents about appropriate and inappropriate behaviors either in writing or by phone.

6. Selects, stores, orders, issues, cares for, and inventories equipment, materials, and supplies used in the classroom.
7. Instructs effectively with technology and teaches the tools of technology within coursework.
8. Participates in on-going professional development.
9. Maintain a web page on the school web site.
10. Is on time and reports to assigned duties.
11. Other duties as assigned by supervisor.

Physical Effort:

1. Must be able to lift 30 pounds as needed for supplies, etc.
2. Must be able to stand for extended periods.
3. Must be able to sit for extended periods for field trips when scheduled.

Working Conditions:

1. Classroom and office environment.
2. Later hours may be required for school related functions (Parent/Teacher Conferences, Open House, Title I meetings, etc.).

Qualifications:

1. Valid North Dakota Teaching Certificate and meet the highly qualified teacher provisions set in the No Child Left Behind legislation.
2. Valid North Dakota driver's license.
3. Must follow the district's Drug and Alcohol Policy.
4. Must complete and sign a Provisional Hiring Statement.

supervision Exercised:

1. Classroom students.
2. Other students in common student areas (hallways, cafeteria, gymnasium, etc.).

Evaluation:

1. Department level principal.
2. Performance Appraisal
3. NDCC 15.1-15