

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: Academic Counselor

Supervisor: Principal

GENERAL JOB DESCRIPTION: The Academic Counselor will develop and implement a school guidance program focused on the intellectual and vocational growth of each student. The Counselor will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serve as a consultant to the school and community.
2. Uphold the standards of the teaching profession.
3. Follow policies and administrative rules and regulations as specified in the Board policy manual.
4. Provide educational and career counseling individually and in groups.
5. Provide referral services to community resources.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Working with teachers on strategies to reduce failures
2. Working with identified "at risk" students who are continually failing classwork- through individual academic counseling
3. Parent contacts
 - a. Scheduling Parent Contacts
 - b. Strategies to get parents involved in educational process
4. Periodic meetings with teachers to monitor
 - a. Discover & Classroom Data
 - b. Drilling Down
 - c. Differentiated Instruction
 - d. Interventions
5. Organize peer tutoring
6. Organize after and/or before school tutoring
 - a. Parent notifications
 - b. Sign-up of Students
 - c. Recruiting of teacher/student tutors
 - d. Attendance/Accountability procedures
7. Attendance at SAT meetings
8. Completion of required Gear-Up data
9. Weekly debriefing with Principal

10. Other duties as assigned.

QUALIFICATIONS:

1. A valid New Mexico Public Education Department Level III teaching license.
2. Three years of experience in public school teaching and/or related counseling experience.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. Training in First Aid and CPR

EQUIPMENT/MATERIAL HANDLED:

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.
2. Knowledge of proper use of any equipment necessary for safety.
3. Follow all safety precautions in dealing with equipment/material.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment with direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Job responsibilities include both inside and outside assignments. Must be able to work under stressful conditions.

TERMS OF EMPLOYMENT:

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____ Date: _____

Supervisor: _____ Date: _____