

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: COUNSELOR

Supervisor: Principal

GENERAL JOB DESCRIPTION: The Counselor will develop and implement a school guidance program focused on the physical, social, 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. Coordinate activities in the Guidance and Counseling program.
2. Provide information and facilitate guidance activities for students, staff and parents.
3. Serve as a consultant to the school and community.
4. Uphold the standards of the counseling profession.
5. Follow policies and administrative rules and regulations as specified in the Board policy manual.
6. Provide individual and group counseling
7. Provide prevention strategies that address chemical dependency, pregnancy, suicide, dropping out and abuse.
8. Provide educational and career counseling individually and in groups.
9. Provide referral services to community resources.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Determine guidance priorities based on local assessed needs.
2. Formulate measurable objectives from identified needs and priorities.
3. Coordinate a continuing evaluation of the program.
4. Work with other staff members to encourage the inclusion of a student-oriented philosophy in all school activities.
5. Help to integrate the guidance and counseling program within the total school program.
6. Communicate with parents and community about services available within the guidance program.
7. Establish and maintain contact with school community and resources.
8. Assist others in their understanding of personal and social development.
9. Serve as a resource to facilitate groups and presentations on pertinent issues.
10. Conduct activities on educational and career themes.
11. Conduct orientation/training programs for students, parents, and staff.
12. Interpret test results to student, parents and staff.
13. Provide mediation for changes in behavior and conflict resolution.
14. Support the staff with assistance in developing positive rapport with students to maximize learning potential.
15. Assist teachers in identifying students who would benefit from counseling and provide feedback on referred students as appropriate.
16. Provide information to parents and students to aid in their understanding of educational goals.
17. Provide resource materials and expertise dealing with issues affecting students, staff and family.

18. Provide crisis intervention.
19. Use appropriate interventions in situations detrimental to the physical, mental, educational, and emotional well being of the individual.
20. Provide support to individuals by addressing topics such as interpersonal relations, communication, decision making, problem solving skills, academic programs, and career and life planning.
21. Make referrals to school and community resources when necessary.
22. Meet the state competency standards and requirements.
23. Participate in the development of policies concerning guidance and counseling.
24. Stay informed about developments and innovations within the profession at the local, state and national levels.
25. Follow the legal and ethical standards of the counseling profession.
26. Responsible for supervising extra-curricular activities and other duties as designated by the principal.
27. Provide information on colleges, technical programs, military jobs, and other programs for graduate planning if appropriate.
28. Write recommendations for students for job and education applications as needed.
29. Assist new students in the transition to a new school setting.
30. Develop Behavior Intervention Plans and/or Functional Analysis in collaboration with the Special Education department.
31. Attend IEP meetings and provide adequate counseling goals.
32. Counsel students after a disciplinary action to identify why the situation occurred and how it can be prevented in the future.
33. Refer out-of-school issues to the district Social Worker, building principal, and appropriate authorities.
34. Work with the Test Coordinator(s) to schedule, organize, administer and interpret required tests if required by principal.
35. Actively participate in meetings assigned by the principal.
36. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

QUALIFICATIONS:

1. A Master's Degree in school counseling or National Certified Counselor credential issued by the National Board for Certified Counselors.
2. A valid New Mexico Counselor License
3. Three years of experience in public school teaching and/or related counseling experience.
4. 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 without 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: _____