

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: COUNSELOR

LOCATOR: 1.5

Position Type: Exempt	Department: Professional Non-Teaching Staff
Salary Schedule: Certified	Reports to: School Principal
Salary Range: \$33,415 - \$39,155	Location: School Campus
Term of Employment: Certified Calendar	Date: April 26, 2011
Shift: Day	Approved by: Human Resources

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY:

To develop, implement and coordinate the social work/counseling program to effectively meet the social and emotional needs of district students.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Counsels students and parents individually and in groups on topics such as problem-solving skills, parenting skills, abuse of drugs and alcohol, grief and loss, anger management and other such topics;
- Plans and coordinates Parent Support Nights to provide opportunities for parents to receive education on how to best support their child at school and at home;
- Communicates with teachers and other staff about students' life situations and home/neighborhood circumstances;
- Participates in staff conferences related to students' behavioral adjustment and academic progress;
- Assists families in understanding their child's educational needs;
- Provides information to facilitate the use of community resources to meet food, clothing, shelter and medical needs;
- Acts as an ongoing member of the Student Study/Student-Teacher Assistance Team to help assure coordination of in-school and out-of-school services to all students;
- Interviews parents and other pertinent individuals to obtain necessary social and developmental background information concerning the needs of students;
- Acts as a liaison for families, interpreting their concerns to school personnel in order to maintain open lines of communication;
- Acts as an advocate for McKinney-Vento students in identifying and meeting their needs;
- Stays apprised of CPS requirements and trains staff accordingly;
- Helps students overcome barriers to school attendance and achievement by promoting responsible behavior;
- Conducts home visits as needed to address truancy, medical issues and other student or teacher concerns;
- Facilitates classroom instruction on social skills, violence prevention and tobacco prevention education;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Promotes Character Counts philosophy in school;
- Other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises staff as assigned.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Knowledge of applicable Federal, state, county and city statutes, rules, policies and procedures;
- Knowledge of applicable Wickenburg Unified School District and school policies and procedures;
- Thorough working knowledge of effective counseling theories and techniques;
- Ability to model and to articulate the terms, strategies and concepts of counseling with others;
- Working knowledge of technology applications;
- Skill in establishing and maintaining effective working relations with co-workers, community resources, students, parents, the general public and others having interaction with the school district;
- Skill in operating a personal computer utilizing a variety of software applications;
- Ability to work cooperatively with administration, district staff development personnel and teachers;

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- Ability to work effectively under time constraints;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Communicates effectively with the immediate supervisor and other administrators;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Must be a team player and get along well with others;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must possess a valid Masters degree in Social Work, Counseling or Guidance Counseling;
- Arizona Teaching Certificate in Counseling;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- One year related experience or training;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Ability to use appropriate grammar, and communicate effectively.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Annual evaluation by supervisor or designee in accordance with Board Policy. If counselor is shared between schools, both building principals will provide evaluative input.

COMMENTS:

Employee may be required to work outside normal working hours and/or to travel to perform work functions. A schedule will be designed to best meet the needs of each district school and the district students.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.

Reviewed / agreed to by _____

Date _____

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