

TITLE:

COUNSELOR/ CHILD DEVELOPMENT SPECIALIST

3.21

QUALIFICATIONS:

**KNOWLEDGE, ABILITIES, AND SKILLS:** Thorough knowledge of the Comprehensive Guidance and Counseling Framework, Knowledge of growth and development stages of children. Ability to work effectively as part of a team or independently with staff, students, and parents. Ability to use a computer and other technological equipment. Excellent oral and written communication skills with the ability to speak effectively to large and small groups. Excellent human relations skills with the ability to establish good relationships with diverse individuals and groups. Ability to manage a wide variety of guidance information.

Elementary and Middle (K-8): Valid Counseling Certificate from Teacher Standards and Practices or approval by Oregon Department of Education as a Child Development Specialist.

Secondary (9-12): Valid Counseling Certificate from Teacher Standards and Practices.

REPORTS TO:

School Principal and Student Services Director

JOB GOAL:

Provides and promotes a comprehensive, developmental program of guidance and counseling to assist students in the areas of academic achievement, career decision making, personal-social growth and community contribution, Acts as a consultant, in this regard, to school staff, parents and community members.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (All Levels):

1. Provides individual counseling in academic, career, personal-social development and community contribution.
2. Provides group counseling to target populations
3. Conducts goal-oriented counseling sessions.
4. Promotes and delivers curriculum in systematic manner to all students.
5. Communicates/consults with students, staff and parents about students' school-related needs.
6. Delivers guidance instruction in collaboration with school staff and community resources.
7. Promotes and facilitates parent education groups.
8. Assists students in transitions from elementary to middle to high school.
9. Provides intervention/support in crisis situations.
10. Serves as a member of student threat assessment and suicide screening teams.
11. Reviews individual school counseling plan annually.
12. Provides input to site council and accesses site council for input in counseling programs.
13. Participates in building review of student outcomes at design, collection and analysis stages.
14. Evaluates individual and program methods and activities, using data to improve student outcomes.
15. Develops a resource file and makes referrals to community based agencies.
16. Serves as Student Services Team Coordinator, when requested.
17. Follows specified standards, policies, protocols and procedures of the school and district.
18. Engages in professional development and participates in regular counseling department meetings.
19. Adheres to ethical practices of the state and national counseling associations.
20. Conduct an annual review of the comprehensive guidance and counseling program in the assigned school and reports to the school board when asked.
21. Attends outside agency "wrap around" meetings and IEP meetings.

ADDITIONAL LEVEL RESPONSIBILITIES: Middle / Secondary (6-12)

22. Provides information and guidance in the selection of schools and colleges.
23. Provides a systematic approach to individual planning from middle school through high school.
24. Facilitates development with each student and their teachers a written education/career plan that is revised annually.
25. Informs students/parents about pertinent test results and their implications for educational/career planning.
26. Support programs that are an extension of the counseling program (Financial Aid, College Fair, etc.)
27. Assists students from middle school through high school with course selection, schedule, adjustments, and alternative placement options.
28. Serves as ADA 504 team coordinator and case manager (high school).
29. Coordinates services with school based mental health providers.
30. Other duties as assigned (all levels).

EVALUATION: Performance of this job will be evaluated annually in accordance with Board policy.

Adopted 6/3/10