

GREASEWOOD SPRINGS COMMUNITY SCHOOL, INC.

Position Description

POSITION TITLE:	School Counselor	CLASSIFICATION:	Exempt
CONTRACT TERM:	School Year	BOARD APPROVAL:	1/04/2023

POSITION SUMMARY

The School Counselor is responsible for providing professional guidance services to all students in the areas of academic, career and social and personal using awareness and prevention models and curriculum.

DUTIES AND RESPONSIBILITIES

1. Provides individual student academic planning.
2. Provides and supports prevention programs including, but not limited to, violence prevention, conflict resolution, anti-bullying strategies, peer mediation, and character education.
3. Submits School Counseling schedule/lesson plans to Head Teacher on weekly basis.
4. Provides guidance counseling to students who are tardy or absent.
5. Provides guidance counseling to students who have disciplinary problems; does not perform disciplinary actions and does not assign discipline consequences.
6. Provides guidance counseling to students as to appropriate dress code.
7. Collaborates with teachers to present School counseling core curriculum lessons.
8. Analyzes grade-point averages in relationship to achievement.
9. Provides teachers with suggestions for effective classroom management.
10. Helps the Head Teacher and Principal identify and resolve student issues, needs and problems.
11. Refers students to licensed counselors and therapists for long-term counseling to address psychological disorders.
12. Collaborates with and provides referrals to community agencies on behalf of students and families.
13. Advocates for students at Individual Education Plan meetings, student study teams and school attendance reviews.
14. Develops proactive programs to address prevention and behavioral issues.
15. Serves as a liaison between school and home for children with needs.
16. Interprets student records and ensures student records are maintained, according to regulations.
17. Interprets cognitive, aptitude and achievement tests.
18. Performs parent education and training as necessary.
19. Acts in the best interest of the School, in accordance with the Vision, Mission and Improvement Plan.
20. Adheres to School policies, rules and regulations and those of BIE, federal, state and local entities.
21. Collaborates with others to monitor Improvement Plan goals, analyze data, and plan for improvement.
22. Maintains a safe and secure environment ensuring student supervision at all times as appropriate.
23. Maintains harmonious working relationships and standards of mutual respect, dignity, and fairness.
24. Displays positive management, managing inappropriate behaviors fairly and consistently.
25. Encourages students to demonstrate self-discipline, responsibility, productivity and cooperation.
26. Provides an interesting, motivating and enthusiastic environment.
27. Interprets results to students, parents and others on student progress toward meeting standards.
28. Maintains privacy of student records and information as appropriate.
29. Completes tasks on time, works under pressure and keeps accurate grades and attendance records.
30. Acts professionally, maintains good attendance, is punctual and dependable.
31. Participates in designated trainings and meetings and uses knowledge and guidance from them.
32. Organizes, prepares and uses technology and a variety of resources appropriately.
33. Presents accurate information and uses clear and effective written and oral communications.
34. Attends and participates in committee meetings, in-service trainings and related activities consistent with duties and school improvement outlined in the School Improvement Plan.
35. Performs other duties as assigned by supervisor, including those related to functions and activities outside normal duties and hours of work.

ORGANIZATIONAL RELATIONSHIP

The School Counselor is responsible to the Head Teacher.

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NECESSARY QUALIFICATIONS

1. Master Degree in Counseling with valid AZ Guidance Counselor Certification in K-12 required.
2. Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
3. Knowledge and familiarity with the Navajo language, culture and people preferred.
4. Successfully pass background investigation by demonstrating a successful work history at the last three (3) employers and for at least the past five (5) years. A successful work history includes positive evaluations, positive conclusion to the employment relationship and successful multi-term employment in which goals were achieved.
5. Skills in managing behavior problems, communicating effectively, both orally and in writing.
6. Skills in customer service and public relations.
7. Skills in counseling, conflict resolution, and problem solving.
8. Skills in interpreting and applying laws, regulations, codes, and policies.
9. Holds and maintains a valid AZ motor vehicle operator's license and driving record satisfactory to School's insurance.
10. Computer literate and have ability to operate various technology and computer equipment.
11. Must successfully complete First Aid, CPR, Security Awareness and Defensive Driving training.

CERTIFICATION

The statements outlined in this position description are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills that may be required. This position description is subject to review and change.

I received a copy of my position description and carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee signature

Date

Supervisor signature

Date