

THOMPSON FALLS SCHOOL DISTRICT

Job Title: COUNSELOR (Elementary, Middle School, High School)

Reports To: Principal

Evaluated By: Principal

JOB GOAL: To provide guidance and counseling to students to assure they are receiving an appropriate education so that they will develop into responsible and caring citizens who are able to make appropriate social, academic and career choices.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

- Montana Counseling License as set by OPI
- Ability to assist in establishing and maintaining an effective learning climate
- Ability to interpret and implement all Board policies, Federal and State Laws, Administrative Regulations and negotiated agreements
- Ability to assist in the development, revisions and evaluation of the curriculum and instructional services
- Ability to assist in the development of school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures
- Ability to serve as liaison between the school and community, interpreting activities and policies of the school and encouraging parent involvement with the school
- Ability to provide direction to others and to make independent judgments
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
- Ability to maintain confidentiality when dealing with student, staff and/or parent information
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Ability to keep and maintain accurate records and to meet deadlines
- Perform physical requirement which may include:
 - Moderate to extensive degree of physical and emotional stamina
 - Frequent and prolonged standing, walking, and sitting
 - Ability to restrain students in emergency situations
 - Frequent and prolonged talking/hearing conversations
 - Ability to physically lift or move a student on a regular basis
 - Possible exposure to bodily fluids due to student injury and illnesses
- Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may also be assigned.

- Assist in the development and implement a guidance program following state and district goals that, as much as possible, meets the individual needs and development of students
- Facilitate social and emotional growth among students; promoting academic and overall positive school experiences
- Assure that students have the opportunity to explore, develop and express themselves intellectually, socially and emotionally
- Participate in parent, teacher, and student conferences as requested and initiate such conferences as needed

- Assist the administration in implementing all policies and/or rules governing student conduct and support the teaching staff in developing reasonable rules of classroom behavior and procedures
- Establish and maintain open lines of communication with students and parents/guardians concerning both the broad academic and behavioral progress of all assigned students
- Maintain accurate, complete and confidential records as required by law, district policy and administrative regulations
- Encourage students to set and maintain appropriate standards of classroom behavior
- Participate in the development and implementation of an individualized education program (IEP) as requested
- Confer with colleagues, administration, students and/or parents when necessary
- Administer appropriate tests to students and coordinate or assist with the building testing program as assigned
- Conduct individual and group counseling sessions with students
- Coordinate student and family needs with community resources as appropriate (i.e. mental health, juvenile department, health department, etc.)
- Keep abreast of laws, rules, policies and trends regarding guidance and counseling
- Strive to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions or higher learning
- Attend staff meeting and serve on staff/district committees as required
- Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration
- Maintains satisfactory attendance, as defined in District policy and regulations

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

- Counselor licensure approved by the Montana Office of Public Instruction
- Possess a valid First Aid/CPR card(s) if required
- Possess a valid Montana Driver's License if required

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)