

## GERVAIS SCHOOL DISTRICT #1 - HIGH SCHOOL COUNSELOR

### QUALIFICATIONS:

- Valid Oregon Personnel Services License or Valid School Counselor License;
- Prior successful counseling experience at a High School and completion of a counseling program; and
- Valid First Aid Card as requested by Principal.

### REPORTS TO:

- Principal

### JOB GOAL:

- To provide guidance based on program goals established by the district which will direct students toward reaching their maximum potential.

### PERFORMANCE RESPONSIBILITIES

- Develops and maintains a counseling environment conducive to learning with the resources provided by the district.
- Takes reasonable precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
- Clarifies and reinforces acceptable standards of student behavior.
- Communicates/consults with students, staff, and parents about students' school-related needs.
- Assists at-risk students in transition from middle to high school.
- Provides individual and group counseling in academic, career, and personal-social development.
- Conducts goal-oriented counseling sessions and maintains records as required by law, licensure and by district policy.
- Demonstrates knowledge of the district Guidance and Counseling Program through implementation and monitoring of program in assigned schools.
- Serves as the 504 Team Coordinator for assigned building.
- Cooperates with other members of the staff in planning district curriculum and instructional methods, goals and objectives.
- Provides intervention and support in crisis situations.
- Participates in the building pre-referral meetings, the Youth Services Team meetings, IEP meetings, and monthly counselor meetings.
- Assists the administration in implementing policies and rules and performs such other duties as assigned by the administration and the Board of Education.
- Assists the administration with the development of the master schedule. Informs students/parents about pertinent test results and grades and their implications for education and career planning.
- Other duties as assigned.

### PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

### TERMS OF EMPLOYMENT:

- 202 days (1.06 FTE) Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

### EVALUATION:

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date