

**TITLE: COUNSELOR**

**QUALIFICATIONS:**

- Master's or Doctor's degree in counseling and guidance, psychology, or a closely related field
- Idaho Certification in counseling
- Two years counseling experience (preferred)
- Subject matter expertise commonly taught in public schools
- Counseling and guidance knowledge and skills
- Ability to cooperate and facilitate administration, teachers, & staff
- Such Alternatives to the above as the board may find appropriate & acceptable.

**REPORTS TO:** Building Principal

**JOB GOAL:** To assist students and administration by providing educational, behavioral, career and vocational counseling; to assist students in understanding and seeking solutions to social, emotional, attendance, or academic problems and solutions; to serve as a resource pertaining to student behavior management strategies, and welfare and attendance problems and concerns; to assist the school in scheduling and PowerSchool use; and to help with other related functions such as scheduling as required.

**PERFORMANCE RESPONSIBILITIES:**

- Collects, organizes, and analyzes student data through the use of educational historical data, test results, and through the use of interview techniques.
- Performs individual and group counseling and guidance functions as directed by the administration.
- Appraises student interests, aptitudes, and attitudes utilizing a variety of assessment strategies and techniques.
- Helps students understand the application process for scholarships and the availability of scholarships.
- Provides information and data to students concerning educational, career, and vocational planning.
- Serves as a resource to site and District personnel and members of the community.
- Works in conjunction with the administration to register and schedule students. The counselors help the principal in developing a Master Schedule and Calendar.
- Meets, confers, and counsels with parents, school personnel, and members of various agencies in developing alternative solutions to student educational, social, and emotional problems and concerns.
- Assists in the development and monitoring of individual education plans for students with exceptional needs.
- Establishes, maintains and monitors the maintenance of a variety of files and records pertaining to student counseling, guidance, and related matters.
- The counselor must communicate effectively in oral and written form.
- Establish and maintain effective organizational, public, and community relationships.
- Performs all other duties as assigned consistent with the responsibilities of a teacher, the Idaho Code of Ethics, and the negotiated contract.

**PHYSICAL DEMANDS:** The employee will be required to perform the duties necessary in a normal classroom environment. Employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

**TERMS OF EMPLOYMENT:** Annual Contract. Salary according to current Certified Teacher Salary Schedule as approved by the Board of Trustees.

**EVALUATION:** Performance of this job will be evaluated annually by the principal or designee in accordance with provisions of the board's policy on evaluation of certified personnel.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee (s) and at all times shall be subject to the rules, regulations and

policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee on the school district website: [www.cassiaschools.org](http://www.cassiaschools.org).

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

**EMPLOYEE ACKNOWLEDGEMENT:** I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

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Employee Signature

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Date

January 14, 2015  
January 22, 2016