POSITION DESCRIPTION

Whiteriver Unified School District

TITLE: Counselor

CONTRACT TERMS:

SALARY CLASSIFICATION: Certified Salary Schedule

GENERAL STATEMENT OF RESPONSIBILITIES:

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

PRINCIPAL DUTIES:

Provide personal counseling for student experiencing academic difficulty, provide assistance in developing individual study skills, and work with parents in providing a supportive home environment for academic success. Work with students experiencing failure in the school environment (social, personal, family and medical).

Direct referrals to special education office for further academic screening or evaluation.

Conduct observations for learning disabled referrals.

Provide workshops/in-service on gang awareness for the staff and community members by local law enforcement.

Assist in student scheduling process.

Supervise and direct the enrollment process for all new students. Be sure that sufficient academic data is present at the time of enrollment of properly place students. If data is not present, contact previous school. If no information is available, conduct brief academic assessments to ensure correct placement.

Assist in pre-registration process and transition of student moving from one grade to another.

Attend parent/teacher conferences as requested. Be prepared to address issues of low academic performance, poor attendance, poor social skill, low academic skills, and other factors that have a negative impact on student success. Attend IEP and selected MDC meetings.

Assist in organizing, referring, and teaching Parenting Seminars.

Other duties as assigned.

QUALIFICATIONS:

Arizona Counselors Certification

PHYSICAL REQUIREMENTS:
None listed.

COMMITTMENT & DEPENDABILITY

*Willingness to be an integral member of a successful team;
*Dedication to provide the highest level of service;
*Adherence to policies and procedures.

PERFORMANCE EXPECTATIONS

TIME MANGEMENT: Two to twelve weeks advance planning needed.

STRESS MANAGEMENT: Period stress with time deadlines.

PUBLIC CONTACT: Interacts with students, staff , parents and community agencies.

RESPONSIBILITY: Must use own initiative and judgment in performing job. Keep certification up to date.

EVALUATION PROCEDURE: In accordance with provisions specified in governing board policy.

SUPERVISION RECEIVED: Principal

SUPERVISION GIVEN: None