

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

COUNSELOR

Purpose of the Job

Provides counseling and guidance, individual and group, for students, and consultation, coordination, and information services for students, staff, and parents consistent with district benchmarks for comprehensive guidance and counseling.

Essential Job Functions

1. Supports the implementation of the Secondary Guiding Principles.
2. Provides individual and group educational and social-personal counseling for all students.
3. Provides for developmental classroom-guidance activities.
4. Consults with parents regarding parenting concerns and problems that are related to students' school adjustment and performance.
5. Works with teachers and principals to create a positive learning environment throughout the school.
6. Identifies and refers children in need of specialized services and instruction.
7. Coordinates guidance-team services and chairs the building guidance team.
8. Coordinates appropriate action to ensure implementation of district guidance and counseling services.
9. Coordinates liaison between the school guidance team and community resources regarding individual students.
10. Maintains supplementary school records.
11. Assists in the administration and interpretation of appropriate group and individual tests.
12. Helps with orientation of students involved in grade level changes, transfer, and entry within and outside the district.
13. Serves as building 504 coordinator
14. Perform other duties as assigned.

Qualifications:

Education & Experience:

Knowledge Skills & Abilities:

15. Ability to relate in a positive way to the full range of students, staff, parents, and community.
16. Ability to work cooperatively with other staff, administrators, and support personnel in a team approach to solve individual learning problems.
17. Ability to apply group problem solving and team development skills while working with a variety of groups.
18. Ability to appropriately intervene in crisis and chemical dependency situations.
19. Ability to maintain confidentiality.

Licenses, Certificates & Special Requirements:

1. Counselors are highly trained professionals who hold Educational Staff Associate (ESA) certification in school counseling for the State of Washington.

Reporting Relationship:

Reports directly to the building principal.

Conditions of work:

Union Affiliation:

NKEA

FLSA Status:

exempt

Salary Range:

NKEA

Job

NKEA-13

Job History:

Created: 7/6/94; Revised: 2/10/05; 4/05

Immediate Supervisor

Date

Director of Human Resources Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice

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