

# DURANGO SCHOOL DISTRICT 9-R

## JOB DESCRIPTION

**Job Title:** School Counselor  
**Job Family:** Special Services Providers  
**Department:** School  
**Typical Work Year:** 10 Months

**Pay Grade:** Licensed Salary Schedule  
**FLSA:** Exempt  
**Prepared Date:** December 17, 2013

**SUMMARY:** Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- D 10% Plan and implement services that support students in the content areas. Provide adaptive services based upon identified unique characteristics of students and communities.
- D 10% Assess school culture and climate and implement programming that ensures an inviting, respectful, supportive, and inclusive school environment.
- D 15% Create and/or support accessible learning environments characterized by acceptable student behavior, efficient use of time, and appropriate behavior strategies.
- D 10% Maintain clear and constructive lines of communication with students, families, and other significant adults and/or professionals to build collaborative partnerships. Utilize assessment information and other data as the basis for creating immediate and long range plans.
- D 25% Meet all legal requirements including timelines for professional practices such as, but not limited to IEPs, ICAPs, 504, RtI, concurrent enrollment, and/or graduation plans/requirements.
- D 25% Monitor data to set trends and to create/implement programs to close gaps in student achievement. Implement programming designed to increase postsecondary workforce readiness and 21<sup>st</sup> century skills.
- D 25% Respond to student mental health crises and needs by offering education, prevention, and access to crisis/short term counseling. Make referrals to community resources as needed.
- Ongoing 2% Perform other duties as assigned

### **ADDITIONAL JOB REQUIREMENTS:**

- Assure the safety and welfare of students including necessary actions to insure that students are supervised at all times.
- Demonstrate faithfulness and promptness in attendance at work.
- Submit required reports promptly at the times specified.
- Demonstrate care of and protection of School District property.
- Report suspected child abuse or neglect as required by law.
- Use the District's internet and E-mail system as specified in Policy.
- Fulfill other duties as assigned by the Principal, Superintendent or their designees.

**EDUCATION AND TRAINING:** Minimum: Master's degree in related subject from accredited university.

**EXPERIENCE:** Experience is preferred but may not be necessary for hiring.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Colorado Special Services Provider - Counselor License. Pass the Colorado state approved content exam (PLACE School Counselor exam). Crisis Prevention Intervention (CPI) required within two months of hire.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Communicate effectively in written and oral form using positive interpersonal skills
- Consultation skills
- Ability to develop and support the behavior intervention plans, classroom management systems, and reinforcement systems
- Ability to use effective instructional strategies and techniques for at risk learners
- Knowledge of Applied Behavior Analysis
- Knowledge of developmental, emotional, and behavioral disabilities
- Experience in data collection and data analysis
- Ability to develop and provide training related to effective instructional practices and behavioral intervention practices in all school settings.
- Non-violent and physical intervention techniques
- Ability to use proper English grammar, punctuation, and sentence structure
- Knowledge of first aid skills
- Ability to promote and follow Board of Education and District Policies, Superintendent policies, and building/department procedures.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports:** Principal

**Direct Reports:** May assist in supervising classified staff in the counseling office.

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch, and to and from classes.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** Assist with planning and monitoring the building budget.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	

Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	