

SUGAR-SALEM SCHOOL DISTRICT NO. 322

Announcement of Vacancy

Sugar-Salem School District has the following vacancy for the
2022-2023 School Year:

High School Counselor

QUALIFICATIONS

1. Holds a Pupil Personnel Services Certificate with a Counselor Endorsement (K-12) or is a certified social worker
2. Masters Degree in School Counseling or Social Work.
3. Minimum experience as determined by the Board
4. Knowledge of computerized master schedule development
5. Broad knowledge of theories of individual and group guidance techniques, and elementary school guidance program design
6. Knowledge of state and federal testing procedures and requirements
7. Strong background in the use of technology
8. Relates extremely well to students
9. Demonstrated ability to communicate and work effectively with students, parents, staff, and community groups and organizations
10. Able to work under pressure and deadlines
11. Excellent interpersonal, communication, organizational, and leadership skills
12. Maintain confidentiality of staff and students

JOB GOALS

Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by developing, managing, delivering and assessing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students; performs related work as required.

PERFORMANCE RESPONSIBILITIES PLANNING AND PREPARATION:

1. Demonstrate knowledge of counseling theory and technique, child and adolescent development
2. Establish goals for program appropriately
3. Exhibit knowledge of State and Federal regulations and resources
4. Design program using small groups, in-class activities, and including crisis prevention, intervention and response

THE LEARNING ENVIRONMENT:

1. Create an environment of respect and rapport establishing a culture for productive communication
2. Establish standards of conduct, and contribute to the culture for student behavior in the school
3. Manage routines and procedures

DIRECT ASSISTANCE TO STUDENTS

1. Assist students with education planning, course selection, and adding and dropping courses
2. Register students new to the school, provide orientation and information relative to school policies and procedures, schedules, curriculum and extracurricular opportunities
3. Interpret grades and test scores for parents and students
4. Assist when requested with follow-up on students that are below grade level/failing with weekly progress reports
5. Maintain a close relationship with the child study team following directives and recommendations as needed
6. Assist in the resolution of school-related problems
7. Provide responsive services including consultation, personal counseling, crisis counseling, and referral

8. Arrange for summer work and/or enrollment in summer school programs to make up noted deficiencies
9. Provide a guidance curriculum consisting of structured developmental experiences presented systematically through classroom and group activities for all students
10. Assist with teacher/student/parent conferences
11. Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores, and other pertinent data
12. Provide counseling for students that will assist them to develop increased personal growth, self-understanding, and maturity
13. Assist students and teacher in forming academic, personal/social, and career plans based on student needs

PROFESSIONAL RESPONSIBILITIES:

1. Attend staff, professional, and inter-agency meetings as requested
2. Keep abreast of new developments in the field of school counseling
3. Work cooperatively with district personnel (including but not limited to principals, general education staff, paraprofessionals, and special education staff, district ancillary staff, and District Office staff) and parents
4. Participate and provide input in the development of interventions plans, to include academic, social and behavioral supports
5. Follow the direction provided by the Director of Special Services, and the designated district 504 Coordinator, particularly that direction which relates to the implementation of district processes to meet federal, state, and local rules and regulations
6. Maintain confidentiality of students assigned to caseload
7. Communicate effectively, positively and in a timely manner in oral and written form
8. Follow the leadership of the building principal, especially in those building-related issues such as duty assignments, building policies, maintenance of time schedules, etc.
9. Demonstrate cooperative and positive attitude in performing the elements of this job description both within the assigned building and throughout the district
10. Perform such other tasks and assume such other responsibilities that are legal, moral, and ethical as the Supervisor may assign

OFFICE MANAGEMENT

1. Maintain a professional office environment
2. Provide interim assistance to students or parents with urgent needs
3. Maintain student records and ensure their confidentiality
4. Consult with teachers and other staff regularly to provide information and support to staff and to receive feedback on emerging needs of students
5. Deal with confusion and emergencies in a friendly, supportive, and calm manner
6. Assist agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback
7. Screen and coordinate new student records
8. Help build the master schedule and decide what courses are going to be taught at each grade level

PROGRAM EVALUATION

1. Participate in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school
2. Share research and findings with colleagues and students in order to improve counseling services
3. Research, develop, and write proposals to enhance the guidance curriculum
4. Evaluate the effectiveness of the comprehensive counseling program

ESSENTIAL FUNCTIONS - required with or without a reasonable accommodation:

1. Effective Communication capabilities to discern verbal conversation
2. Comprehend the meaning of words and respond effectively
3. Visual acuity to comprehend written work, prepare, review, and organize documents and observe classroom and student activities
4. Manual dexterity to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment and to physically restrain a student to keep from harming self and/or others
5. Personal mobility, flexibility, and balance which permits the employee to work in a school environment, lifting or moving objects that weigh up to 20 lbs occasionally

6. Job tasks require occasional climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, and grasping

OTHER

1. Serve as a resource person to local community organizations
2. Network and consult with local businesses, industries, and social service agencies on a regular basis
3. Provide information to the community regarding guidance services or other relevant programs
4. Supervise the district's testing program and interpretation of test scores, and attend state sponsored district test coordinator meetings
5. Work closely with the school in interpreting the school's philosophy and objectives to students and parents
6. Participate in building meetings such as special education meetings and class meetings
7. Assist in arranging education services for hospitalized or homebound student in conjunction with the special services staff
8. Assist with teacher/student and teacher/parent conflicts
9. Provide letters to senior parents informing them of student academic status, including credit checks, reviews, and graduation status
10. Keep immediate supervisor informed of activities and any issues that may arise
11. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
12. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
13. Seek assistance should emergencies arise
14. Represent the school district in a positive manner
15. Know and follow school district policy and chain of command
16. Perform other duties as assigned

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certificated Personnel.

TERMS OF EMPLOYMENT: Exempt Position on teaching contract approved by the State Department of Idaho.

Anticipated Start Date: August 2022

Pay Rate: General information is available to applicants upon request

Posting Date: 05/12/22

Closing Date: Open Until Filled

Special Instructions

Applications may be downloaded from www.sugarsalem.org. Please attach your resume, cover letter, and optional letters of reference at the time your application is finalized and submitted to jrobbins@sugarsalem.com. Attachments can be either a MS Word document or a .pdf file (recommended). Applications are also available at the District Office located at 105 West Center, Sugar City, ID 83448

Contact Info

Human Resources

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