

WISHKAH VALLEY SCHOOL DISTRICT #117
4640 Wishkah Road
Aberdeen, WA 98520

JOB DESCRIPTION-SCHOOL COUNSELOR

POSITION: SCHOOL COUNSELOR

REPORTS TO: BUILDING PRINCIPAL & SUPERINTENDENT

Position Summary:

The function of a school counselor is to provide support and guidance to students in a variety of aspects of school, including but not limited to mediating conflicts between students, improve teacher/student/parent relationships, assist with college applications, scholarships (FAFSA), facilitate substance programs and make referrals as warranted, and work with teachers to identify students for remedial educational and social programs.

Primary Duties:

1. Listen to students' concerns about academic, emotional or social problems.
2. Help students process their problems and mediate solutions between people.
3. Improve parent/teacher relationships.
4. Assist with college applications, jobs and scholarships.
5. Facilitate drug and alcohol prevention programs.
6. Organize peer-counseling and student academic assistance programs.
7. Refer students to psychologists and other mental health resources.
8. Assist in the development of the master schedule.
9. Comply with all district policies, building procedures and schedules.
10. Attend parent teacher conferences as requested.
11. Process grants related to student learning program.
12. Monitor student graduation status and coordinate student testing.
13. Advise students in pathways to graduation and High School and Beyond Plan.
14. Perform other duties as assigned by principal/superintendent.

Minimum Qualifications:

1. Valid Washington State Counselor Certificate
2. Pass a WSP/FBI fingerprint criminal background clearance (applicant's expense)
3. Preferred but not required- proof of current First Aid/CPR card

Knowledge/Skills/Abilities:

1. Possess a general understanding of OSPI regulations.
2. Knowledge of current trends in curriculum, instruction and technology.
3. Knowledge/experience with new state assessment and graduation requirements.
4. Thorough understanding of cooperative learning groups and techniques.
5. Ability to positively interact with students, staff and parents
6. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands/Work Environment:

While performing the duties of this job, the employee is frequently required to walk, stand and sit with students.

State/District Mandated Requirements:

1. Fingerprinting (cost of paid by employee)
2. Attend required trainings as directed (paid by district)

Evaluation: Consistent with OSPI (State), Federal, and Collective Bargained Agreements, the school counselor will have a summary evaluation at the conclusion of the school year. This evaluation will be placed in the school counselor's personnel file at the conclusion of the school year.

Equity & Non-Discrimination Notice: *Wishkah Valley School District does not discriminate in any program or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.*