

DIETRICH SCHOOL DISTRICT NO. 314

Home of the Blue Devils



Administration

Stefanie Shaw, Superintendent
Dalonna Hurd, Business Manager

K-12 Counselor

2019-2020 School Year

Full-Time

Deadline: Open until filled

JOB SUMMARY:

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans. The counselor will guide, listen, and lend support to students who will need services beyond the scope of the regular classroom.

QUALIFICATIONS:

- Holds a Pupil Personnel Services Certificate with a Counselor Endorsement (K-12)
- Vocational counseling endorsement preferred
- Minimum experience as determined by the Board
- Knowledge of computerized master schedule development
- Broad knowledge of theories of individual and group guidance techniques, secondary school guidance program design, and career educational information and placement
- Knowledge of state and federal testing procedures and requirements
- Strong background in the use of technology
- Relates extremely well to students
- Demonstrated ability to communicate and work effectively with students, parents, staff, and community groups and organizations
- Able to work under pressure and deadlines
- Excellent interpersonal, communication, organizational, and leadership skills
- Maintain confidentiality of staff and students

MAJOR DUTIES AND RESPONSIBILITIES:

Direct Assistance to Students

- Assist students with education planning, course selection, and adding and dropping courses
- Develop individual four (4) year plans with 8th graders and students newly enrolling, and assist in monitoring and managing these plans
- Register students new to the school, provide orientation and information relative to school policies and procedures, schedules, curriculum and extracurricular opportunities
- Interpret grades and test scores for parents and students, as well as permanent record information such as GPA, credit status, class rank, and honors
- Assist when requested with follow-up on students that are below grade level/failing with weekly progress reports
- Maintain a close relationship with the child study team following directives and recommendations as needed

- Assist in the resolution of school-related problems
- Provide responsive services including consultation, personal counseling, crisis counseling, and referral
- Arrange for summer work and/or enrollment in summer school programs to make up noted deficiencies
- Provide for a smooth transition between middle/junior high and high school, which may include orientation programs for students and parents
- Provide for a smooth transition between elementary and junior high school, which may include orientation programs for students and parents
- Provide a guidance curriculum consisting of structured developmental experiences presented systematically through classroom and group activities for all students
- Assist with teacher/student/parent conferences
- Perform the duties of the Testing Coordinator
- Assist with writing and organizing IEP's for the District as needed

Transition to College and Career

- Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores, and other pertinent data
- Provide career development materials and activities (classroom and individual) and follow-up
- Work closely with and involve parents in students career planning
- Provide counseling for students that will assist them to develop increased personal growth, self-understanding, and maturity
- Provide information and prepare recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies
- Help students with scholarship information and with application procedures including preparing written recommendations
- Hold a financial aid seminar for parents and students
- Notify students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors
- Assist students with applications to post-secondary institutions, meeting with recruiters, and planning campus visits
- Provide timely notice and information to students and parents of opportunities to take SAT, ACT, and AP exams
- Gather information on colleges and careers and keep this information accessible to students and parents in an organized arrangement
- Work to prevent students from dropping out of school, and assist those that do in finding alternative educational programs and/or employment

Office Management

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

grade level

- Assist the Building Principal in maintaining a course description booklet with Classroom Teacher input

Program Evaluation

- Assist in the evaluation of current curriculum offerings and in the planning, selection, and implementation of new course offerings
- 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
- Use the internet to gather current information about colleges and career programs
- Compare on-line and published information with first-hand accounts from returning graduates in order to gain a full, current picture of the situation
- Share research and findings with colleagues and students in order to improve counseling services
- Research, develop, and write proposals to enhance the guidance curriculum
- Evaluate the effectiveness of the comprehensive counseling program

Community Outreach

- Serve as a resource person to local community organizations
- Promote and provide assistance to community organizations that provide scholarships
- Network and consult with local businesses, industries, and social service agencies on a regular basis
- Provide information to the community regarding guidance services, GED programs, etc.

Other

- Supervise the district's testing program and interpretation of test scores, and attend state sponsored district test coordinator meetings
- Work closely with the school in interpreting the school's philosophy and objectives to students and parents
- Participate in building meetings such as special education meetings and class meetings
- Assist in arranging education services for hospitalized or homebound students in conjunction with the special services staff
- Assist with teacher/student and teacher/parent conflicts
- Provide letters to senior parents informing them of student academic status, including credit checks, reviews, and graduation status
- Keep immediate supervisor informed of activities and any issues that may arise
- 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
- Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
- Seek assistance should emergencies arise
- Represent the school district in a positive manner
- Know and follow school district policy and chain of command
- Perform other duties as assigned

APPLICATION DEADLINE: Open until Filled. A district application may be obtained online.

POSITION BEGINS: July 1st, 2019

SALARY: Placement on District Salary Schedule