

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Counselor

Supervisor: Head Counselor and Principal

General Job Description: The Counselor will develop and implement a school guidance program focused on the physical, social, intellectual, emotional, and vocational growth of each student.

Essential Duties and Responsibilities:

1. Develop and implement a school level guidance program focused on the physical, social, intellectual, emotional, and vocational growth of each student.
2. Coordinate activities in the guidance and counseling program.
3. Provide information and facilitate guidance activities for students, staff, and parents.
4. Serve as a consultant to the school and community.
5. Provide individual and group counseling.
6. Uphold the standards of the counseling profession.
7. Assist in transition from schools to high school.
8. Provide prevention strategies that address chemical dependency, pregnancy, suicide, dropping out, and abuse.
9. Provide educational and career counseling individually and in groups.
10. Conduct orientation and text interpretation to students and parents.
11. Comply with all School Board policies and administrative regulations.

Additional Duties Responsibilities:

1. Determine guidance priorities based on local assessed needs.
2. Formulate measurable objectives from identified needs and priorities.
3. Coordinate a continuing evaluation of the program.
4. Coordinate with the appropriate administration for achievement.
5. Work with other staff members to encourage the inclusion of a student-oriented philosophy in all school activities.
6. Help to integrate the guidance and counseling program within the total school program.
7. Some duties will not apply to the Elementary Counselor as this will be determined by the Assistant Superintendent of Instruction.
8. Establish and maintain contact with school and community resources.
9. Assist others in their understanding of personal and social development.
10. Serve as a resource to facilitate groups and presentations on pertinent issues.
11. Provide prevention strategies which address current issues such as chemical dependency, teenage pregnancy, suicide, dropping out, and various forms of abuse.
12. Conduct activities on educational and career themes.
13. Conduct orientation/training programs for students, parents, and staff.
14. Interpret test results to student, parents, and staff.
15. Provide mediation for changes in behavior and conflict resolution.
16. Support the staff with assistance in developing positive rapport with students to maximize learning potential.
17. Assist teachers in identifying students who would benefit from counseling and provide feedback on referred students as appropriate.
18. Provide information to parents and students to aid in their understanding of educational goals.
19. Provide resource materials and expertise dealing with issues affecting students, staff, and family.
20. Provide crisis intervention.

21. Use appropriate interventions in situations detrimental to the physical, mental, educational, and emotional well-being of the individual.
22. Provide support to individuals by addressing topics such as interpersonal relations, communication, decision-making, problem solving skills, academic programs, and career, and life planning.
23. Make referrals to school and community resources when necessary.
24. Meet the state competency standards and the requirements for preparation.
25. Participate in the development of policies concerning guidance and counseling.
26. Stay informed about developments and innovations within the profession at the local, state, and national levels.
27. Follow the legal and ethical standards of the counseling profession.
28. Responsible for supervising extracurricular activities as designated by the principal.
29. Determine schedules.
30. Provide information on colleges, technical programs, military jobs, and other programs for graduate planning.
31. Write recommendations for students for job and education applications.

Qualifications:

1. A master's degree in school counseling or National certified counselor credential issued by the National Board for Certified Counselors.
2. A valid New Mexico counselor license.
3. Three years experience in public school teaching and/or related counseling experience.
4. Such alternatives to the above qualifications the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), climbing, reaching, squatting, kneeling, and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities include both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.