

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: School Counselor

GENERAL SUMMARY

The School Counselor is to help students overcome problems that impede learning and assist them in making educational, occupational and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college/university
- Valid Washington ESA certification for school counselor
- Valid Washington State Teacher Certification preferred
- Experience as classroom teacher preferred

Required Knowledge, Skills and Abilities

- Excellent oral and written communications skills
- Must be able to assume responsibility for delivery of support services independently of immediate supervisor
- Ability to effectively present information and respond to questions from groups of staff, students and parents
- Ability to solve practical or complex problems and deal with a variety of concrete and abstract variables
- Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form

DUTIES AND RESPONSIBILITIES

- Works with students individually, or in small groups, in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment
- Registers students new to the school and orients them to school procedures
- Works with, and provides input into, student support team, student assistance program and special education meetings regarding individual students to resolve educational handicaps
- Confers with parents and arranges parent/teacher conferences as needed
- Assists administration with registration and scheduling process
- Aids students in course and subject selection

- Maintains liaison and cooperative working relations with pupil, personnel and agencies providing specialized services to students
- Assists students in developing test taking skills in preparation for standardized group testing
- Assists students, parents and staff in interpreting these scores and in identifying strategies for improvement
- Supervises student records and protects their confidentiality
- Maintains records and makes required reports in a timely fashion
- Works to discover and develop special abilities of students
- Obtains and disseminates occupational, college and postsecondary training information to students and parents as applicable
- Provides student information to colleges and potential employers when appropriate, according to the Board's policy on student records
- Makes recommendations to colleges for admissions and scholarships
- Helps students evaluate career interests and choices
- Performs other duties as requested by the principal

SUPERVISOR: Building Principal

7/14/04