

**School Counselor
Elementary School
School Calendar
Region**

THE POSITION

The person selected for this position will implement a comprehensive guidance and counseling program by creating programs and activities to support the State of Nevada's School Counseling Program Student Standards. CCSD promotes cultural diversity in the work force.

ORGANIZATION AND MANAGEMENT

1. Conduct goal-oriented counseling in response to identified needs relative to student achievement and school success.
2. Support the school improvement process and implement school improvement goals.
3. Serve as a member of the school-based crisis team.
4. Participate in the annual evaluation and revision of the school counseling program.

JOB SPECIFIC RESPONSIBILITIES

1. Assist students with developing skills that support academic achievement and lifelong learning.
2. Assist students with investigating career opportunities.
3. Assist students with acquiring skills that maximized their personal and social development.
4. Complete assigned counseling activities from the Annual Guarantee Level of Service. (To be discussed during the interview.)

PROFESSIONAL RESPONSIBILITIES

1. Maintain confidentiality.
2. Facilitate and/or participate in conferences with teachers, students, and parents.
3. Consult with and serve as a resource for the school community.
4. Maintain student records and use SASIxp as appropriate.
5. Address identified individual improvement goals and directions.
6. Participate in on-going professional development.
7. Attend required job-related meetings and activities.
8. Comply with school and district policies and regulations as well as state and federal laws.
9. Work professionally with administration, staff, parents, and community.

MINIMUM QUALIFICATIONS

1. Hold a valid Nevada School Counselor's License.
2. Committed to delivering a comprehensive guidance and counseling program.
3. Ability to work with an ethnically diverse student population.
4. Knowledge of procedures related to Special Education and Section 504's referral diagnosis and placement.
5. Familiar with SASIxp and Interact.
6. Commitment to on-going professional development as evidenced by internship experience, attendance at conferences, training, and in-services. (Pathlore transcript)

PREFERRED QUALIFICATIONS

1. Successful experience as a classroom teacher.
2. Demonstrated ability to interact positively with students, parents, and staff.
3. Ability to multi-task.
4. Experience with at-risk students.
5. Experience in conducting parenting skills training.
6. Comfortable with technology and possess a willingness to expand their knowledge.