

# Counselor – Secondary

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#); plus 9 additional days

FLSA STATUS: EXEMPT

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## Position Summary

The school counselor will implement the comprehensive guidance and counseling program according to the State of Nevada's School Counseling Program Student Standards which are aligned with the national standards set forth by the American School Counselors Association (ASCA). The employee, utilizing leadership, advocacy, and collaboration, will participate in a school counseling program that promotes and enhances academic achievement, personal/social growth, and career development for all secondary students. This person will be expected to adhere to the Clark County School District *Professional Domains and Standards for Licensed Employees* and will report directly to the school site administrator.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Administer an appropriate guidance and counseling program that aligns with the Nevada State School Counseling Program Student Standards.
2. Deliver a system of individual student planning, responsive services, and system support within the guidance curriculum.
3. Complete assigned counseling duties from the District's Annual Guaranteed Level of Service.
4. Conduct goal-oriented counseling that is responsive to identified student needs and relative to student achievement and school success.

5. Collaborate with school personnel to assist students with developing skills that support academic achievement, high school graduation, and lifelong learning.
  6. Maintain confidentiality and accurate student records in the current student information system platform, as appropriate.
  7. Participate as a member of the school-based crisis team.
  8. Work professionally with administration, staff, parents/guardians, and the community.
  9. Comply with school and District policies and regulations as well as state and federal laws.
  10. Abide by the ASCA Code of Ethics.
  11. Participate in other job-related duties and activities related to the position, as assigned.
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## **Position Expectations**

1. Maintain accurate transcripts by assisting students with appropriate course selection and placement to fulfill high school graduation requirements.
  2. Assist all students including culturally diverse and special populations in meeting individual needs to support academic achievement and student development.
  3. Assist students with investigating college, university, and career and technical schools, scholarship options, and financial aid information in an effort to develop post-secondary options.
  4. Assist students with acquiring skills that maximize their personal and social development.
  5. Facilitate parent/guardian and student conferences with teachers.
  6. Support the school improvement process and assist in the implementation of school improvement goals.
  7. Participate in the annual evaluation and revision of the school counseling program by collecting and analyzing data.
  8. Work closely with school staff and administration to maintain an effective school counseling program.
  9. Attend required job-related meetings, activities, and on-going professional learning, as determined by the needs of the site.
  10. Maintain professional competence.
  11. Use effective and positive verbal and written communication skills.
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# Position Requirements

## Education and Training

An earned master's degree from an accredited college or university.

## Licenses and Certifications

1. Must possess or be able to acquire by time of appointment to the position, a counselor's license issued by the Nevada Department of Education (NDE).
2. A valid driver's license or state-issued identification card.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## Job Revision Information

- Revised: 03/14/23
- Created: 01/26/10