

Counselor Specialist – K-12 – Family Support Center

Position Details

Job Code: C8020

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months.](#) Extra days at the contracted daily rate of pay may be available.

FLSA STATUS: EXEMPT

Position Summary

The person selected for this position will work closely with the Director of the Clark County School District (CCSD) Family Support Center to provide resources and support for school counselors, parents/guardians, and students to assist with the implementation of a comprehensive school counseling program according to the State of Nevada's School Counseling Program and the national standards set forth by the American School Counselor Association (ASCA). The person selected for this position will act as a liaison among CCSD administrators, school counselors, parents/guardians, and the community.

Essential Duties and Responsibilities

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

1. Works effectively with, and serves as a liaison to, CCSD administrators, school counselors, parents/guardians, and community support agencies to promote English language learner (ELL) success.
2. Assists school counselors with the implementation of an appropriate school counseling program that aligns with the Nevada Educator Performance

Framework (NEPF) School Counseling Professional Responsibilities Standards and Indicators.

3. Creates resources and tools to assist school counselors and registrars with analyzing foreign transcripts of ELLs.
 4. Supports school counselors to deliver a system of individual student planning, responsive services, and system support within the school counseling curriculum.
 5. Participates in local, state, and national professional development options for school counselors; organizes professional development workshops for school counselors.
 6. Maintains and updates Foreign Student Transcripts Evaluation Request Form, folders, and department guidelines.
 7. Assists with the initial intake and registration of ELLs as it pertains to school, grade level, and course placement recommendations.
 8. Provides school counselors assistance with the implementation of the Districtwide Counseling Goals.
 9. Serves as a resource to school counselors in making recommendations for the grade level and course placement of ELLs.
 10. Assists CCSD Family Support Center staff with conducting goal-oriented counseling in response to identified needs relative to student achievement and school success.
 11. Assists CCSD Family Support Center staff with project and initiative development and implementation, including daily responsibilities.
 12. Assists with activities supporting CCSD high school graduation and understanding post-secondary pathways.
 13. Develops and participates in professional learning modules for school counselors, administrators, and registrars.
 14. Assists parents/guardians to develop an understanding of World-Class Instructional Design and Assessment (WIDA) and the CCSD courses available based on WIDA levels.
 15. Serves as a member of the Summer School Program team.
 16. Provides ELL and newcomer parent/guardian workshops explaining the CCSD policies and graduation pathways.
 17. Remains current on research related to general and ELL-specific school counseling, as well as trends in foreign transcript evaluation.
 18. Be available for occasional evening/weekend presentations.
 19. Works collaboratively and professionally with all stakeholders throughout CCSD.
 20. Provides support for all site-based requests.
 21. Performs other duties as related to the position, as required/assigned.
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Position Expectations

1. Knowledge of WIDA English language proficiency standards.
 2. Thorough knowledge of the availability of CCSD courses and placement options for ELL students.
 3. Demonstrated thorough knowledge of federal, state, and local policies and procedures in the education of ELL students.
 4. Thorough knowledge of the child development process, theories, and knowledge of strategies that foster positive development.
 5. Thorough knowledge of community resources and available CCSD instructional and credit retrieval programs.
 6. Understanding of Universal Screeners, progress monitoring, and diagnostic assessments.
 7. Effective communication, collaboration, and interpersonal skills.
 8. Effective skills in planning, organizing, and coordinating activities.
 9. Strong attention to details.
 10. Abide by the ASCA Code of Ethics.
 11. Maintain confidentiality and accurate student records in the current student information system platform.
 12. Utilize computers and technology effectively in the performance of assigned duties and responsibilities related to Infinite Campus.
 13. Exhibit willingness to establish a flexible employment schedule based on need and participate in occasional weekend/evening activities.
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Position Requirements

Education and Training

1. An earned master's degree from an accredited college or university.
2. A minimum of three (3) years' experience as a school counselor.

Licenses and Certifications

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

Preferred Qualifications

1. Holds a valid counselor's license and a secondary teaching license issued by the NDE.

2. Has experience in successfully implementing a comprehensive guidance and counseling program in multiple levels including elementary school, middle school, and/or high school.
3. Demonstrates ability to interact positively with CCSD school personnel, parents/guardians, and students.
4. Exhibits commitment to professional development as evidenced by attendance at conferences, trainings, and in-services.
5. Bilingual and bi-literate are highly preferred.

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

- Created: 02/20/25