

Counselor Specialist – K-12

Position Details

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 Guidance and Counseling to provide resources and support for school counselors and 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 Clark County School District 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. Assist 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.
2. Provide support for counselors to deliver a system of individual student planning, responsive services, and system support within the school counseling curriculum.
3. Assist school counselors with the implementation of assigned counseling activities from the Annual Guaranteed Level of Service.

4. Provide school counselors assistance with the implementation of the Districtwide Counseling Goals.
 5. Assist school counselors with conducting goal-oriented counseling in response to identified needs relative to student achievement and school success.
 6. Assist with activities that support the Safe and Drug Free Schools Program.
 7. Develop professional learning modules for school counselors, administrators, and registrars.
 8. Serve as a member of the Summer School Program team.
 9. Remain current on research related to school counseling trends.
 10. Coordinate counselor professional learning.
 11. Be available for occasional evening/weekend presentations.
 12. Work collaboratively and professionally with all stakeholders throughout the District.
 13. Provide support for all site-based requests.
 14. Perform other duties as related to the position, as required/assigned.
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Position Expectations

1. Assist school counselors with the delivery of a comprehensive school counseling programs.
2. Organize professional development workshops for counselors and act as a liaison among District administrators, school counselors, parents/guardians, and the community.
3. Assist with the implementation of Peer Mediation and Conflict Resolution Professional Development.
4. Assist administrators and counselors with the understanding and practical applications of Multi-Tiered Systems of Supports (MTSS), as requested.
5. Develop and coordinate resources for parents/guardians and community stakeholders.
6. Assist with the daily responsibilities of the Guidance and Counseling Department.
7. Organize professional development workshops for counselors, and act as a liaison among District administrators, school counselors, parents/guardians, and the community.
8. Thorough knowledge of the child development process, theories, and knowledge of strategies that foster positive development.
9. Thorough knowledge of community resources and available District instructional and credit retrieval programs.
10. Effective communication, collaboration, and interpersonal skills.
11. Effective skills in planning, organizing, and coordinating activities.

12. Develop new programs and function effectively with District and community personnel.
 13. Utilize computers and technology effectively in the performance of assigned duties and responsibilities related to Infinite Campus.
 14. Strong attention to details.
 15. Understanding of Universal Screeners, progress monitoring, and diagnostic assessments as related to MTSS.
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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 license and 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 District school personnel, parents/guardians, and students.
4. Exhibits commitment to professional development as evidenced by attendance at conferences, trainings, and in-services.

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: 05/23/23
- Created: 08/25/16