

Jordan School District  
**LICENSED JOB DESCRIPTION**

**Job Title: Comprehensive School Counseling Program Specialist**

Department / Location: JATC - S

FLSA Classification: Exempt

Supervisor's Title: Principal

Contract: 184 Days

Department Approval: [Signature]

Date: 5/7/18

ADA Review: [Signature]

Date: 5.7.18

Human Resource Approval: [Signature]

Date: 5.7.18

Superintendent Approval: [Signature]

Date: 5.7.18

Original date: 4/18

Revised: \_\_\_\_\_

Revised: \_\_\_\_\_

Revised: \_\_\_\_\_

**GENERAL FUNCTION**

Ensure compliance with USBE's Comprehensive School Counseling Program guidelines and serve as a CTE specialist assisting with funding allocations. Assist Jordan School District's Secondary School Counselor Specialist as a resource for school counselors, including trainings. Support the students, faculty, and administration at the JATC South campus in the role of School Counselor with the responsibilities and essential functions as described in Jordan School District's School Counselor position.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Will work with the district's CTE Director to determine Comprehensive School Counseling Program funding allocations at each school as needs and school populations evolve.
- Will manage and facilitate Comprehensive School Counseling Program budget allocations to each secondary school with an approved program and ensure that spending goals and guidelines are adhered to.
- Will be responsible to ensure that schools are adhering to and receive support for the compliance requirements of USBE's Comprehensive School Counseling Program model which includes: submission of annual achievement gap data projects, annual self-evaluations, Plan for College & Career Compliance reports, interim reviews, and 6-year formal reviews.
- Will be a resource to school counselors and Principals in Jordan School District in the implementation and accountability of each school's Comprehensive School Counseling program.
- Will be responsible to ensure that the annual USBE request for funding application for the district's Comprehensive School Counseling Program is submitted in an accurate and timely fashion.
- Will serve on various committees at the state and district level to support CTE and the Comprehensive School Counseling Program and represent Jordan School District as a stakeholder as these programs move forward and evolve.
- Will assist Jordan School District's Secondary School Counselor Specialist as a resource for school counselors, including trainings.
- Will attend CTE Coordinator & Specialists meetings and other meetings as assigned.
- In addition, this position will also support the students, faculty, and administration at the JATC South campus in the role of School Counselor with the responsibilities and essential functions as described in Jordan School District's School Counselor position.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- Attend high school and middle school principal meetings as needed.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires a Master's Degree in School Counseling from an accredited college or university.
- Requires a valid Professional Educator License from the State of Utah within the relevant "License Area of Concentration" and, if applicable, "Endorsement".
- Requires five years of successful school counselor experience or related experience.
- Requires strong oral and written communication skills with students, parents and staff.
- Requires strong computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective counseling strategies.
- Requires the ability to create and engage students in guidance curriculum in small groups to large assemblies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to calmly handle crisis issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires knowledge of State Core Curriculum and Board of Education adopted guidelines.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computer, standard machines used in teacher work room.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to sit; stand or walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**OTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.