

Jordan School District  
**ADMINISTRATION JOB DESCRIPTION**

Job Title: **Consultant Secondary School Counselor (180)** Lane Placement: X3  
Department / Location: District Office FLSA Classification: Exempt  
Supervisors Title: Administrator of Schools Contract: 242 Days  
Original date: 10/20 Revised: 07/25 Revised: \_\_\_\_\_ Revised: \_\_\_\_\_

**GENERAL FUNCTION**

Under the direction of an Administrator of Schools, the **Consultant Secondary School Counselor** serves as a liaison for District counseling personnel and programs. Will facilitate and coordinate counselor in-service and professional development and serve as a liaison for District Concurrent Enrollment and Advanced Placement programs. Will also serve as a resource regarding grade level transitions, post high school articulation, accelerated programs for students, high school credit issues and strategies for at-risk students.

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

**ESSENTIAL FUNCTIONS**

- Will be a resource to school principals and school counselors to improve counseling services to the students, counselors, and schools.
- Assist in training counselors to use the District Computer Information System.
- Chair the Secondary Gifted/Talented *Counselor* Committee, which handles issues related to student acceleration.
- Attend Teaching & Learning staff and specialists meetings, as well as collaborate services and goals with the GT consultant and GT specialists, CTE director, etc.
- Responsible for completing and filing the District-wide annual Concurrent Enrollment Skyward CE Verification report with USBE for funding match. Functions as District Concurrent Enrollment coordinator. Approve, record and track all concurrent class requests from high schools.
- Consult and collaborate effectively with parents/guardians, teachers, administrators and other educational/community resources to assist students with educational and career planning or to assist students with identified concerns and needs.
- Accurately and appropriately, gather, maintain, interpret and utilize program and student data. Assist counselors and administrators in interpreting and understanding student data.
- Will assist in the coordination with outside agencies to ensure all available resources are requested and distributed as needed. Will develop strong partnerships with related agencies.
- Will attend school and community related meetings to assist in providing guidance and coordination of resources.
- Assist in the effective training to employees and students regarding education and awareness about suicide warning signs and resources.
- Develop strategies and materials to assist counselors in daily crisis counseling, i.e. family issues, grief, depression, failure, etc.
- Attend District Behavioral Emotional Support Team meetings and assist in developing and implementing professional development at schools.
- Serve as an ongoing member of the Course Catalog Committee. Serve as contact for agenda items, catalog corrections, new course proposals and courses. Maintain online catalog and publish printed catalog for dissemination to schools.
- Update and make recommendations to the high school principal group for the *Credit Guideline Handbook*.
- Travel to District schools or other locations using own transportation.

- Help establish District policies regarding regular coursework credit, transfer credit, make-up credit, acceleration/ enrichment credit and competency credit policies.
- Facilitate the communication of USBE competency assessment information to secondary counselors.
- Provide in-service and training to assist school counselors in all aspects of their responsibilities.
- Develop strategies and materials to assist crisis response, suicide prevention and other social-emotional supports (i.e. family issues, grief, depression, failure, etc.)
- Develop guidelines for military recruiters and programs.
- Develop guidelines for college representative visits to all high schools.
- Screen candidates for school counseling and internship positions to create a candidate pool.
- Assist in Comprehensive School Counseling Program reviews, interim and formal. Provide training to help school counselors maintain and enhance their comprehensive school counseling programs.
- Serve with the CTE Specialist as co-chair of the District Comprehensive School Counseling Program (CSCP) Steering Committee and provide updates from USBE CSCP counseling leadership.
- Communicate counseling program priorities, progress and policies to district board of education.
- Maintain District Comprehensive School Counseling webpage.
- Respond, when appropriate, to media inquiries on school counseling related issues.
- NCAA Clearinghouse class offerings and eligibility center issues.
- Assist with behavior and emotional well-being for all counselors K-12.
- Will be an active member of the District's crisis response and prevention team.
- Participate in appropriate educator evaluation procedures as per State and District guidelines.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Other duties and responsibilities as assigned.
- This position requires punctual and regular daily attendance at assigned work location.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- 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 Administration Educator License for the State of Utah.
- 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.
- Ability to address crisis issues in a calm and professional manner.
- 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.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah. Must be able to provide own transportation.
- Fulfill the employee immunization requirements or complete the applicable Health Department exemption form if required.

**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, computers and office programs, standard machines used in teacher work room.

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

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator 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, color 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.

**NOTE:** *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.*