

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: School Counselor Specialist (481)

Department / Location: District Office

FLSA Classification: Exempt

Supervisor's Title: Administrator of Schools

Contract: 185 Days/Plus 40 Optional

Department Approval: _____

Date: 1.18.2022

Administrator Approval: _____

Date: 1/19/22

ADA Review: _____

Date: 1.19.2022

Human Resource Approval: _____

Date: 1-19-22

Superintendent Approval: _____

Date: 1/18/22

Original date: 05/11 Revised: 05/16 Revised: 06/18 Revised: 01/22

GENERAL FUNCTION

Under the direction of Consultant School Counselor, the **School Counselor Specialist** serves as a liaison for District counseling personnel and programs. Will coordinate, facilitate and support 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 including behavior, mental health and social-emotional well-being.

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 Student Information System (SIS).
- Attend meetings and collaborate and implement services and goals as directed.
- Assist and support the completion and filing of the District-wide annual Concurrent Enrollment Skyward Verification report with USBE for funding match. Assist in approving, recording and tracking 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.
- Assist in the coordination with outside agencies to ensure all available resources are requested and distributed as needed. Develop strong partnerships with related agencies.
- Function as a part of the Student Services Department and District School mental Health Team.
- Serve on the Secondary Gifted/Talented *Counselor* Committee, which handles issues related to student acceleration.
- Attend school and community related meetings to assist in providing guidance and coordination of resources.
- Assist in effectively training employees and students regarding education and awareness about suicide warning signs and resources.
- Develop strategies and materials to assist counselors in mental health and crisis counseling, i.e. family issues, grief, depression, failure, and related programs, etc.
- Attend Restorative MTSS Team meetings and assist in developing and implementing professional development at schools.

- Serve as an ongoing member of the Course Catalog Committee. Serve as a contact for agenda items, catalog corrections, new course proposals and courses. Assist with the online catalog and publishing a printed catalog for dissemination to schools.
- Assist with updates and 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.)
- Assist in the development of guidelines for military recruiters and programs, college representative visits, vocational and experiential opportunities.
- Assist with screening 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 as a member of the District Comprehensive School Counseling Program (CSCP) Steering Committee and provide updates from USBE CSCP counseling leadership.
- Assist with and maintain the District Comprehensive School Counseling webpage.
- May respond, when appropriate, to media inquiries on school counseling related issues.
- Serves as a resource for 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 in accordance with DP311-Evaluation of Licensed Personnel.
- 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.
- Attend and participate in faculty/department meetings as required.
- 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.
- Adhere to contract time.
- Other duties and responsibilities as assigned by the principal/administrator.

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| <ul style="list-style-type: none"> • 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). |
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QUALIFICATION REQUIREMENTS

- Requires a Master's Degree in School Counseling from an accredited college or university.
- Requires five years of successful school counselor experience or related experience.
- Requires compliance with USBE state license requirements.

- 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.
- Required to travel to District schools or other locations using own transportation.
- Fulfill the employee immunization requirements or complete the applicable Health Department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.

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.

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.*