

Fountain-Ft. Carson School District Eight
Job Description

Job Title:	Counselor	Reports To:	Principal
Pay Schedule/Grade:	Certified	FLSA Status:	Exempt
Prepared/Revised Date:	February 9, 2024	Work Year:	196 days

SUMMARY: Develops and implements a comprehensive counseling program for students aligned to national school counseling standards and Colorado Essential Skills; utilizes data to design and deliver skill-based social-emotional-behavioral instruction and mental health services to students at the classroom, small group, and individual level; and serves as key leader and contributor to building-level systems and practices; school counselors work collaboratively with teachers, administrators, and families to meet student needs and support academic, social-emotional, and career growth; and support families by making connections to community resources as needed. School counselors play a vital role in maintaining student safety by implementing assessments and designing/implementing interventions to support student mental health.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **The frequency and percentage of time of duties may vary based on building assignment or department.***

Job Tasks Descriptions	Frequency
1. Design and implement student programming aligned with the three ASCA domains: academic, career/postsecondary workforce readiness, and social-emotional development; and tied to Colorado Essential Skills.	D
2. Utilize evidence-based, trauma-invested practices to plan and deliver direct mental health/social-emotional skill-building services at the classroom, small group, and individual student level based on identified student/group/building needs and data.	D
3. Ensure student physical and psychological safety via response to/support of student behavior as it arises, as well as evaluation, planning, and plan management including but not limited to climate surveys, needs assessments, suicide risk/threat assessments, child abuse reports, safety plans, releases of information, etc.	D
4. Meaningfully lead/contribute to building-level teams and processes including but not limited to 504, MTSS, mental health, staff professional development, gifted and talented, etc.	D
5. Collaborate with administrators, educational staff, families and community personnel to create and implement plans for student success, and to meet student/family needs with community resources.	W
6. Coordinate, implement and evaluate school-wide events and initiatives, including but not limited to suicide prevention efforts, school climate initiatives, month of the military child, Red Ribbon Week, Kindness Week, etc.	M
7. Plan and Implement effective transition programs between levels to increase student-school connections and increase knowledge of educational opportunities and supports.	M
8. Implement building and district-level crisis response counseling supports.	M
9. Secondary specific: Coordinate efforts to support students in future planning through efforts including but not limited to: coordinating/supporting student registration, orientation, and course scheduling, postsecondary/workforce planning, career pathway navigation and pre-collegiate programming support, transcript audits/credit monitoring, etc.	D
10. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree or higher in school counseling from an accredited institution of higher education.
- Have successfully completed an approved program in school counseling.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Department of Education SSP license or eligible for at time of hire.
- Criminal background check required for hire.

KNOWLEDGE & ABILITIES:

- Knowledge of the principles and practices of the American School Counselor Association Guidance and Counseling Guidelines.
- Ability to communicate effectively and resolve conflict with students, parents, and community groups.

- Advanced organization and communication skills.
- Ability to organize and lead professional development activities to improve knowledge and skills of colleagues.
- Ability to maintain confidentiality in all aspects of the job.
- Advanced knowledge of children with special needs.
- Interpret student behavior as a skill deficit/communication challenge, and create/participate in intervention problem-solving.
- Provides leadership and collaborates with other educators.
- Accurately and appropriately interpret and utilize data.
- Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions.
- Accurately and appropriately uses procedures for determining and structuring individual and group counseling services.
- Advanced knowledge of ethics and standards of professional practice in the delivery of school counseling services and federal, state, local legislation, regulations, policies, procedures, and laws that govern the practice.
- Knowledge and use of counseling theories, models of practice, principles, and evidence-based practice to guide intervention/program decisions.
- Ability to promote and follow Board of Education policies, Superintendent policies, building, and department procedures.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Principal

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, instruct, synthesize, and use interpersonal skills. The employee is frequently required to coordinate, negotiate, and compile. The employee is occasionally required to compute and copy.