

## Secondary Counselor

**FLSA Status:** Exempt

**Last Revised:** December, 2016

Last Reviewed: July 2024

**DEFINITION:** A counselor helps students increase learning and understanding by helping them to overcome personal issues which might be barriers to learning. Secondary counselors are also expected to help students develop plans to transition from high school to the workforce and/ or other educational opportunities. Secondary counselors should also play an active role in helping students be prepared for End of Course exams, selection of classes and career opportunities.

**RESPONSIBLE TO:** Site Administrator

**TERMS OF EMPLOYMENT:** see Article 16 of Certified Contract

**PAY RATE:** Certified Teacher Salary (see Appendix A of Certified Contract)

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Deliver a system of individual student planning, responsive services, and system support within the guidance curriculum.
2. Conduct goal-oriented counseling, responsive to identified student needs, relative to student achievement and school success.
3. Collaborate with school personnel to assist students with developing skills that support academic achievement, high school graduation, and lifelong learning.
4. Maintain confidentiality and accurate student records using Infinite Campus, as appropriate.
5. Maintain accurate transcripts by assisting students with appropriate course selection and placement to fulfill high school graduation requirements.
6. Assist all students including culturally diverse and special populations in meeting individual needs to support academic achievement and student development.
7. Assist students with investigating college, university, and career and technical schools, scholarship options, and financial aid information in an effort to develop post secondary options.
8. Assist students with acquiring skills that maximize their personal and social development.
9. Facilitate parent and student conferences with teachers.
10. Conduct goal-oriented counseling, responsive to identified student needs, relative to student achievement and school success, including Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) and Foster Care Plans.
11. Facilitate a school-wide program to create a safe, positive, and respectful learning environment.

## **QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

- Demonstrate knowledge, skill, and ability to provide instruction and support in guiding the learning process toward achievement of curriculum goals.
- Assist all students including culturally diverse and special populations in meeting individual needs to support academic achievement and student development.
- Assist students and teachers with investigating college, university, and career and technical schools, scholarship options, and financial aid information in an effort to develop post secondary options.
- Assist students with acquiring skills that maximize their personal, social, and academic development.
- Support the school improvement process and assist in the implementation of school improvement goals.
- Work closely with school staff and administration to attain and meet School Performance Plan and site improvement goals.
- Maintain and communicate positive professional competence.
- Use effective and positive oral and written communication skills.

## **POSITION REQUIREMENTS**

### ***Education and Training:***

- Degree from an accredited college or university.

### ***Licenses and Certifications:***

- Must possess or be able to acquire a Nevada Counselor's License issued by the Nevada Department of Education.
- Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
- Bloodborne Pathogen and Universal Precaution Training

### ***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity

and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

**Working Conditions:**

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**Evaluation:** Position will be evaluated in accordance to NRS 391.3125 and/or 391.3127

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lincoln County School District is an Equal Opportunity Employer.