

ECHO SCHOOL DISTRICT

Raymon Smith, Superintendent
raymon.smith@echo.k12.or.us

Keith Holman, Principal
keith.holman@echo.k12.or.us



K-12 School Counselor Purpose Statement

The position of School Counselor is to provide leadership, advocacy, counseling, and collaboration in order to promote student success. The school counselor develops, manages and implements the District Comprehensive K-12 School Counseling Program, which is aligned with the National Standards. This includes a comprehensive guidance curriculum, responsive services, individual student planning and system supports.

Essential Function:

- Collaborates with other school counselors for the purpose of developing, reviewing and maintaining the Comprehensive School Counseling Program.
- Identifies and develops activities and programs for the purpose of meeting the needs of students.
- Provides individual and small group counseling for the purpose of meeting individual student needs.
 - Coordinates and/or delivers a developmental comprehensive guidance curriculum for purpose of supporting the academic, personal, social and career development of all students.
- Collects, interprets and analyzes student related data for the purpose of program development, individual student planning and career development.
- Implements developmentally appropriate prevention programs and activities for the purpose of meeting students' needs and supporting school and district goals.
- Acts as a referral resource and consultant to teachers, families and community agencies for the purpose of enhancing students' success in school.
- Collaborates with educators, parents and agencies to assist students with educational planning for the purpose of ensuring students' academic success.
- Develops, coordinates and implements programs and activities for the purpose of assisting students in the successful transitions from school to school and/or other related programs (elementary to middle school, middle school to high school and high school to career, training, or educational programs).
- Provides information, feedback and recommendations to staff, parents, and/or students for the purpose of class placement, course selection and/or the meeting of graduation requirements.
- Provides activities and programs for the purpose of career awareness, exploration and preparation.
- Coordinate and administer students testing systems such as SAT, ACT, ASVAB, ect.
- May serve in one or more of the following roles: 504 Coordinator, Case Manager and/or Team Member; Scholarship Coordinator; Special Education Team Member; Concern Student Team Member for the purpose of providing student support; and other duties as assigned.

ECHO SCHOOL DISTRICT

EFFORT. COMMITMENT. HONOR. OWNERSHIP.

Raymon Smith, Superintendent
raymon.smith@echo.k12.or.us

Keith Holman, Principal
keith.holman@echo.k12.or.us



Skills, Knowledge and Abilities

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: communicate effectively in written and oral form; collaborate with and make recommendations to students, parents and school personnel; collaborate with, administer and interpret assessment instruments; operate standard office equipment including pertinent computer software; and prepare and maintain accurate records.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include, but are not limited to understanding the developmental and learning counseling theories as well as career counseling theories. Knowledge of data-driven school counseling practices; knowledge of consultation and of the coordination of school resources in student advocacy; an understanding of federal, state, municipal and school laws and regulations; knowledge of the continuum of mental health services, including prevention and intervention strategies; and skills to understand and evaluate ethical dilemmas involving school counseling services.

ABILITY: Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to ever-changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and maintaining effective working relationships.

Responsibility

Responsibilities include: advocacy, counseling/coordinating, use of data/assessments; working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating with others; and operating within a defined budget.