

**Position: School Counselor**

**Reporting to:** Head Teacher and Board

**Job Goals:**

To work closely with the Head Teacher to coordinate and implement counseling services for the students of Black Butte School.

**Qualifications:**

1. Masters Degree in the field of School Counseling preferred
2. Experience as School Counselor preferred
3. Holds appropriate license(s) from Oregon TSPC
4. Excellent written and interpersonal communication skills
5. Ideal candidate is able to work independently, as well as part of a tight-knit team

**Duties and Responsibilities:**

*Essential Duties and Responsibilities*

1. Meet District, State, and Federal Requirements on relevant procedures, policies, and regulations
2. Maintain proper and sufficient documentation of students' progress and performance
3. Ability to effectively and cooperatively communicate and work with parents, students, school staff, school board, and community from diverse backgrounds
4. Maintain integrity of confidential information relating to students and staff
5. Assist in providing for the health and safety of students in all school settings
6. Provide timely and accurate feedback/documentation/information to students, parents, board, and appropriate staff members
7. Perform related duties and complete special projects as assigned

*Counseling Responsibilities:*

1. Conduct timely individual counseling sessions as requested by students, staff, or parents
2. Provide group counseling options for designated students
3. Provide immediate counseling for students in crisis
4. Design and participate in orientation activities for students transferring into the District, as well as transition to high school before graduation
5. Administer and interpret a variety of assessment instruments

*Supplemental Education Services Responsibilities:*

1. Design and implement supplemental education services and opportunities for academic enrichment, including tutorial services and remediation to help students meet State and local student academic achievement standards in core academic subjects, such as reading and mathematics
2. Design and implement youth development activities, drug and violence prevention programs, and character education programs that are designed to reinforce and complement the regular academic program of participating students