

# HILLSBORO SCHOOL DISTRICT 1 J

2001

## JOB DESCRIPTION

### COUNSELOR

DIVISION: Support Services  
DEPARTMENT: School Building  
IMMEDIATE SUPERVISOR: Building Principal

GENERAL DUTIES: The Counselor will provide guidance to students in the development and implementation of appropriate educational plans. Assist students in dealing with special problems and needs as well as the development of personal/social behaviors. This person will also provide students with skills to formulate tentative career goals.

#### ESSENTIAL REQUIREMENTS:

- A. A minimum of a Bachelor's degree from an accredited institution
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon, or alternative licensing acceptable to the District
- C. Demonstrates command of the oral and written English language
- D. Physical requirements which may include:
  - 1. In an eight hour day the employee may:
    - a. Stand/walk 3 - 6 hours
    - b. Sit 2 - 4 hours
  - 2. The Counselor/CDS may occasionally:
    - a. Bend, kneel, squat
    - b. Climb stairs or ladders
    - c. Use hands for repetitive motions
    - d. Lift and hold to forty pounds

#### ESSENTIAL RESPONSIBILITIES:

- A. The competent counselor will:
  - 1. Provide counseling services
    - 1.1 Conduct timely individual counseling sessions as requested by students, staff, or parents

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Counselor: (Continued)  
Essential Responsibilities: (Continued)

- 1.2 Provide group counseling options for designated students
- 1.3 Facilitate communication between student, parent, and staff
- 1.4 Clarify goals and move toward appropriate solutions
- 1.5 Monitor and evaluate to assure agreements are met
- 1.6 Provide immediate counseling for students in crisis
2. Provide individual/special services
  - 2.1 Provide counseling services for handicapped students
  - 2.2 Communicate with school and community resources as an advocate for students with special needs
  - 2.3 Refer students/parents with special needs to appropriate agencies
  - 2.4 Inform special need students of alternative sources of education and services
  - 2.5 Schedule regular classroom guidance sessions as appropriate
  - 2.6 Design and participate in orientation activities, especially at the transition levels, and for student transferring into the District
  - 2.7 Administer and interpret a variety of assessment instruments
3. Provide appropriate scheduling information
  - 3.1 Demonstrate an awareness of curriculum offerings sufficient to assist students in attaining graduation requirements
  - 3.2 Assess student schedules and provide appropriate guidance to insure the attainment of individual student goals and needs
  - 3.3 Assist in the forecasting and registration process
4. Provide career guidance
  - 4.1 Make students aware of career/job opportunities, their characteristics, their requirements, and necessary career planning
  - 4.2 Assist students to develop habits, attitudes, and skills for successful job acquisition and job retention
  - 4.3 Assist students/parents in achieving financial assistance for career/educational opportunities
5. Perform other related duties as assigned by the principal and/or superintendent

- 5.1 Perform duties in accordance with District Policy and terms set forth in the negotiated agreement
- 5.2 Assist in the enforcement of school and School District rules and policies
- 5.3 Assume a share of the responsibility for non-classroom student activities within the assigned work day
- 6. Maintain an ongoing personal program of professional growth and development
  - 6.1 Develop and implement annually an approved plan for professional growth and development
  - 6.2 Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness
  - 6.3 Participate in District sponsored in service offering appropriate to assignment