

SUQUAMISH TRIBE JOB

DESCRIPTION

Title: School Counselor

Department: Education

Classification: Salaried

Reports to: CKA Principal

New Position (X)

Position Change ()

POSITION SUMMARY:

The function of the job is to provide academic and solution-focused school counseling services to students and their families in the 6th through 12th grades. The school counselor may organize and lead group or individual sessions in order to help students find solutions to problems affecting their academic and career success or to problems related to school performance. The school counselor will provide academic planning, academic scheduling, and administrative assistance as necessary. The school counselor may participate in youth-related activities as appropriate. This position requires a counselor who is flexible and creative in their approach to a wide range of adolescent behaviors and concerns.

MAJOR RESPONSIBILITIES:

Provide individual counseling. Individual counseling topics might include but are not limited to: grades, self esteem, establishing goals and objectives, college and career planning.

Provide group sessions relevant to the needs of the students. Group topics may include but not be limited to: organization, creating goals, coping skills, motivation, peer relations, anxiety/relaxation, or other sensitive topics.

Assists building administration, when necessary, with administrating assessments, supervision, discipline procedures, student and master scheduling, and other student support measures.

Make referrals for treatment and/or therapy. The school counselor can provide referrals to students and parents/guardians, when necessary, for behavioral health services. Referrals will be made to the students and/or the parent/guardian to the Suquamish Wellness Program or a third party provider.

Aid families to participate in their students progress where appropriate.

Act as a mediator for students advocating their needs to teachers, staff, and peers.

Maintain an active caseload of students.

Takes major responsibility for individual student schedules and maintenance of the school's master schedule. This includes updating transcripts and proficiency of the student management system.

Provide referrals and consultation to students and/or persons in need of identified services as appropriate.

Collaborate wrap-around services with other Tribal and non-Tribal agencies in the best interests of the student.

Maintain open and cooperative relationships with co-workers.

Facilitate the Student Support Team, documenting case file progress notes and progress monitoring of each student.

Maintain an outreach record system that includes date of service, outcome of the contact, referrals made and follow up comments as appropriate.

Facilitates field trips for students to visit colleges, technical schools or other post-secondary opportunities as part of the school's High School and Beyond Plan.

Participate in general staff meetings as appropriate and/or remain informed of content of staff meetings as it relates to areas of concern with the student

Perform duties according to tribal, HIPPA and FERPA laws, policies and regulations; other state and federal privacy laws and regulations; confidentiality laws, rules and regulations; and Suquamish policies and procedures, including Suquamish education policies and procedures

Perform within the ethical standards and duties of school counselors listed on the American School Counselor's Association (ASCA) website at <http://www.schoolcounselor.org/content.asp?contentid=173>

SECONDARY FUNCTIONS:

Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated ability to work with adolescents of different cultures in both field and office settings

Demonstrated skills in using computer and MS Office software, Google Education Suite, Skyward student management system, and the ability to learn other program specific software programs

Demonstrated skills in using techniques appropriate to caseload therapeutic needs

Excellent oral and written communication skills

Demonstrated ability to work in a group setting

Must have valid Washington State driver's license or ability to obtain one within one month of employment

Willingness to work flexible hours and be available for emergency interventions in relation to the immediate needs of the Education Program services

EDUCATION AND/OR EXPERIENCE:

Must have a Master's degree from an accredited university with major course work in counseling, psychology or related field.

Possess an Education Staff Associate (ESA) certification in school counseling for the State of Washington.

JOB SCOPE:

Performs duties independently using problem-solving methods. Decisions are made within program guidelines and intervention traditional methods. The worker is assigned tasks characterized by a wide scope of depth and complexity. The worker is expected to make professional decisions regarding the complex assessment and referral. The worker is expected to function both independently and where appropriate as a team member working with a complex system in some student cases.

The purpose of the work is to ensure appropriate intervention for the health, mental health and safety of students. The actions of the worker will directly effect health and safety at the most basic level. Thus the utmost professional manner is required. Accountability, decision-making and problem solving skills are essential in carrying out the duties of this position. Adherence to protocol is extremely important and possessing good judgement skills are required to implement the subtle nuances of this position.

Education and health records of individual students of the Suquamish Tribe Education Program are confidential and subject to privacy laws and regulations under the Health Insurance Portability and Accountability Act (HIPAA) and 45 C.F.R. Parts 160; the Family Education Rights and Privacy Act (FERPA); tribal and state laws. This position requires the counselor to comply with all relevant tribal, federal and state privacy laws associated with maintaining education and health records.

State and Tribal Background check required
Valid WA State Driver's License required
Pre-Employment drug testing required
Native American preference
Random Drug Testing

SUPERVISORY RESPONSIBILITY:

None

INTERPERSONAL CONTACTS

Has regular contact with others inside and outside of the organization. The most common contacts within the organization include individual and group sessions with students of the program. The contacts can take place in the office, group room or infrequently in schools or homes or in the community. The most frequent external contacts would involve peer professionals and tribal programs.

JOB CONDITIONS:

The work environment would include an office space, which would have appropriate lighting and heat, adequate ventilation and equipment necessary to the position. Much of the work is sedentary. Outreach work including possible groups in the schools and community educational events might involve driving, standing, walking, some bending, and carrying of light loads including educational materials and handouts. Clinical supervision may be provided for processing procedures and participation in multi-disciplinary teams is anticipated to reduce such stressors.

DISCLAIMER:

This job description in no way implies that these are the only duties to be performed by the incumbent. At all times, the incumbent will be required to follow any instruction and to perform any other duties within this or at a lower job level upon the request of the supervisor. At times, the incumbent may also be required to perform higher-level duties under close supervision.

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date