

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Counselor

FLSA Status: EXEMPT

Classification: Certified

Terms of Employment: 7 hours per day, 183 days (Secondary counselors may be assigned additional days)

JOB GOAL: In coordination with the principal, the counselor is responsible for providing individual and group counseling and guidance services on appropriate level in order to assist students in their growth towards educational, vocational, and personal goals. To help provide a developmental program, which assists in acquiring the understanding and skills to become self-directing and self-correcting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCS and NCCTA.

1. Complies with the code of ethics of the teaching profession, and upholds and enforces school rules, administration instructions, board policy, and administrative regulations in accordance with statutory regulations of the State of Nevada.
2. Administers an appropriate guidance and counseling program and curriculum that aligns with the Nevada State School Counseling Program Student Standards.
3. Plans and implements the District Guidance/Counseling program and curriculum that meets the individual needs, interests, and abilities of students, and complies with Nye County School District Board of Trustees' goals and objectives.
4. Maintains accurate, complete, and current records as required by law, district policy, and administrative regulations.
5. Respects and protects the confidentiality of personally identifiable information.
6. Secondary counselor maintains accurate transcripts by assisting students with appropriate course selection and placement to fulfill high school graduation requirements.
7. Collaborates with school personnel to assist students with developing skills that support academic achievement, high school graduation, and lifelong learning.
8. Cooperates with staff and support personnel in assessing and helping students with health, attitude, learning, and behavior problems.
9. Provides individual counseling opportunities to promote adjustment in school, personal growth, self-understanding, problem solving, and decision making skills.
10. Assists in administering and interpreting group standardized tests in accordance with the district testing program.
11. Assists students in the transition from grade to grade, especially from elementary to middle school, and to high school by collecting information from students which will be shared with appropriate professionals in the feeder schools.
12. Secondary counselor assists students with investigating college, university, and career and technical schools, scholarship options, and financial aid information in an effort to develop post-secondary options.
13. Coordinates and administers the school scholarship and financial aid programs, and assists students in finding help through school and community resources. Provides career information services to students.
14. Provides parent counseling as it relates to the education of the child.
15. Orients students and parents to the school program and the need for long-range planning as it relates to educational and career objectives.
16. Available for consultation, conferences, in-service training, and school-parent study groups.
17. Assists with the development of strategies to support a positive discipline program for the school.
18. Assists the principal with student scheduling and registration.
19. Assists in the referral process to, and cooperates with community and state agencies such as law enforcement, judiciary, health/welfare, crisis centers, churches, etc.
20. Supports faculty and school-related committees and organizations, and sponsorship of student activities.
21. Supports the school improvement process and assists in the implementation of school improvement goals.
22. Participates as a member of the school-based crisis team.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Ability to maintain professional competence through in-service education activities and/or self-selected professional growth activities.
2. Ability to establish and maintain open lines of communication with students, parents, and staff concerning students' academic, social, and behavioral progress.
3. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
4. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
5. Recognizes and reports hazards, conforms to safety standards as prescribed.
6. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
7. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Master's degree from an accredited college or university in School Counseling or related field

Licenses and Certifications:

1. Valid Nevada Department of Education License with School Counselor endorsement
2. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Occasionally required to lift or carry equipment up to 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:

Chris Weber
Superintendent

4/25/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____