



# MVCS JOB DESCRIPTION

## SCHOOL COUNSELOR

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### Overview

- Reports to the Director
- 20 hours per week, appx 190 days per year
- \$33.87 (with no previous experience) - \$37.77 (with 5 years' experience)
- Additional years of experience will increase the salary amount
- Reviewed annually

### Position Description

The School Counselor provides an overarching knowledge regarding the school's Multi-Tiered Support Services, current Career Technical and Engineering (CTE) and post-secondary options, workforce readiness needs, and the ASCA framework. School Counselors work in collaboration with multi-disciplined teams to guide students in level appropriate career exploration and planning, providing for their building's response to crises, and implementing systems support for colleagues and students. The School Counselor operates in the domains of academic development, career/interests exploration and social emotional development. The High School Counselor focuses their school counseling program based on the school's academic, attendance, and discipline data.

### Specific Responsibilities of the Job

#### Mental Health

- Provide counseling services whereby student can maximize skills and functioning in scheduling, truancy, study habits, and life adjustments.
- Conduct regular mental health trainings for staff.
- Provide programming that promotes students' academic, career, and social/emotional growth.
- Collaborate with other staff to support students and families with links to district or community resources.
- Conduct suicide risk assessments.
- Conduct other risk assessments as needed, including bullying, peer conflict and classroom behavior incidents.
- Meet with students as needed when concerns are impacting school behavior.
- Collaborate with teachers, support staff, etc. to follow up on student issues.

#### Academic Support

- Provide short-term professional solution oriented and focused counseling services whereby students can maximize skills and functioning in scheduling, study habits and life adjustment.
- Counselors use a variety of engagement tools with High School students as they face high-stakes testing, the challenges of college admissions, scholarship and financial aid processes and entry into a competitive job market.
- Oversee ASCENT and CMU applications.
- Educate staff and students about FAFSA requirements and scholarship procedures.

### **Event Planning**

- Take the lead in planning high school events: graduation, senior info night, 8<sup>th</sup> grade readiness, Senior Acclaim (Special events committee to assist).
- Contact for alternative school options.
- Order graduation caps, gowns, diplomas.
- Organize and moderate senior interviews
- Attend SWAP meetings, helps coordinate other special services for after graduation.
- Keep track of seniors' GPA, class rank, etc.

### **Career Exploration**

- Collaborate with student liaison to ensure meaningful ICAP for all high school students.
- ICAP/ SchoolLinks assignments for grades 6-12.

### **Required Knowledge, Skills, and Abilities**

- Knowledge of federal and state educational requirements including the Colorado Academic Standards (CAS).
- Understanding of traditional and alternative educational methods and approaches.
- Ability to work with a diverse group of people to provide support and information.
- Excellent communication and interpersonal skills to listen for understanding, communicate clearly and respectfully, build positive and supportive relationships, and create an environment for problem solving and working toward consensus.
- Excellent organizational skill to write, collect, and document data and information.

### **Education & Qualifications**

- Must be able to pass a background check.
- Master's degree in school counseling required including Council for Accreditation of Counseling & Related Educational Programs (CACREP) coursework required for certification or licensure.
- Colorado Department of Education Special Service Provider License with School Counseling Endorsement.

OR

- Individuals meeting all three of the following may qualify for an interim authorization with a school counselor endorsement.
  - Minimum of a Master's degree in clinical counseling domain.
  - Valid LPC counseling license issued by the Colorado Department of Regulatory Agencies (DORA)
  - Minimum of three years documented experience as a licensed clinical counselor.

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.*