



**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Licensed**

**JOB TITLE:** K-12 Online School Counselor

**Reports To:** Building Principal

**Job Purpose Statement/s:** The position of “School Counselor” is for the purpose/s of helping students adapt to the school environment and guide them in making appropriate social, academic and career choices.

**Essential Job Functions:**

- **Communicate** with school staff regarding individual student needs.
- **Assist** in scheduling and tracking of students, employing technology daily.
- **Employ** appropriate guidance and counseling techniques.
- **Keep** abreast of laws, rules, policies, and trends regarding guidance and counseling.
- **Participate** in parent, teacher and student conferences as requested and initiate such conferences as needed.
- **Assist** students in improving their communication skills when needed.
- **Provide** counseling and guidance services at teachers', families', students', and/or administrator's request.
- **Assess** the accomplishments of students and assist with progress reports as requested.
- **Maintain** student records according to district policy and rules.
- **Assist** with the remediation of student attendance problems.
- **Become** familiar with and uphold the enforcement of school rules, Administrative **Regulations**, and Board Policy.
- **Strive** to maintain and improve professional competence.
- **Attend** staff meetings and serve on committees as requested.
- **Serve** as liaison with public/community agencies to enhance necessary referral/services for the student and his/her family.
- **Participate** in development and implementation of an Individuals Educational Program (IEP) as requested.
- **Case manage** the 504 Plans for qualified students
- **Administer** appropriate tests to students and coordinate or assist with the building-testing program.
- **Perform** such other tasks and assume such other responsibilities as may be assigned from time to time.
- **Consult** with teachers, families, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for service and/or making recommendations.
- **Counsel** students, families and guardians for the purpose of enhancing student success in school.
- **Facilitate** communication between students and/or families with teachers and/or other personnel for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- **Facilitate** and Participate in various meetings (e.g. PBIS, IPBIS parent conferences, in-service training, student screening and pre referral teams, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements.

**Other Job Functions:**

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other duties as assigned.

**Job Requirements – Qualifications:**

- ♦ **Experience Preferred:** Prior job related experience.
- ♦ **Must be able to navigate technology well.**

**Education Required: Bachelor’s Degree. Counseling endorsement required.**

**Skills, Knowledge and/or Abilities Required:**

*Skills* to work effectively with teachers, students and families, intervene in crisis situations, provide counseling, interpret test data, and communicate effectively.

*Knowledge* of assessment instruments and their application, relevant education codes, state and district policies.

*Abilities* to sit for prolonged periods, complete a case study and develop an individual education plan, be flexible, work under time constraints, work effectively with staff, families, students and community, work independently. Significant physical abilities include lifting/carrying, reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/visual accommodation.

**Licensure required:** Appropriate State license, Criminal Justice fingerprint clearance, and valid driver’s License and evidence of insurability.

**The David Douglas School District welcomes applications from candidates that expand the District’s diversity.**

**Multi-Cultural preferred.**

**Bi-Lingual preferred.**

**ESOL and/or Reading endorsements preferred.**

**Terms of Employment:** Salary and work year according to the current contract and school calendar.

**Evaluation:** Performance of this job will be evaluated each year in accordance with provisions of the Board’s Policy on Evaluation of Licensed Staff.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District’s Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.