

Medical Lake School District #326
Medical Lake, Washington

CERTIFICATED POSITION ANNOUNCEMENT

**Middle School Counselor
Medical Lake Middle School**

Posting Date: May 8, 2019
Open until filled

Posting # 1920.15
Superintendent:
_____ Date _____
Personnel:
_____ Date _____
New Employee:

Start Date:
_____ 8/28/2019
Replacing:

SUMMARY OF ASSIGNMENT:

To assist student to succeed in middle school and conduct guidance and counseling activities

QUALIFICATIONS:

1. Educational Staff Associate (ESA) certification, School Counselor endorsed.
2. Knowledge of the curriculum and of unique student characteristics at the middle school level.
3. Ability to administer group/individual tests and interpret results to students, parents, and teachers.
4. Demonstrated ability to conduct effective individual, small group, and classroom group sessions with students.
5. Demonstrated ability to communicate with parents and to resolve conflicts among students, parents, and school.
6. Demonstrated ability to work effectively with teachers in the best interests of students.
7. Demonstrated ability to work with the public, such as community groups, volunteers, etc.
8. Knowledge of district policies and procedures pertaining to student rights and responsibilities, student records, attendance, and Special Education programs.
9. Ability to assist in the general operation of the school as a member of the school staff in such responsibilities as: student activities, hall and restroom supervision, and lunchroom and campus duty.
10. Knowledge/experience in multicultural education and counseling.
11. Knowledge/ability in working with students on substance abuse education and intervention strategies.
12. Knowledge of laws relating to child abuse and neglect and ability to effectively intervene in related cases.
13. Demonstrated ability to work as a member of a building staff team and administration.
14. Knowledge of building a schedule that reflects the demands of educational reform, etc.
15. Knowledge and/or experience with the American School Counselors Association National Model, and its components.

PERFORMANCE RESPONSIBILITIES:

1. Provide personal, academic and career counseling.
2. Provide referrals for individual and family counseling to outside resources
3. Provide support groups for students with self-identified problems
4. Provide an appointment system that will enable each student to see his/her counselor.
5. Communicate, as appropriate, with parents concerning schedule changes.
6. Provide intervention and referral for students with alcohol and other drug-related problems.
7. Make guidance information accessible to all students.
8. Arrange for staff/parent/student conferences when appropriate.
9. Associated Student Body Adviser
10. Highly Capable Coordinator.
11. Monitor performance of students who are "high risk" and refer to group counseling, as appropriate.
12. Provide student progress reports when requested.
13. Partner with counseling center and staff to manage college/career readiness programs
14. Schedule and coordinate student led conferences
15. Work with assistant principal with Positive Behavioral Intervention Supports school wide
16. Be available to assist with school groups and grade level activities such as awards, programs, etc.
17. Provide course information to all students.
18. Collaborate with assistant principal and other counselors to register students.
19. Provide assistance for placement of students in special programs.
20. Conduct and coordinate 504 meetings.
21. Building Homeless Liaison Coordinator
22. Attend building Threat Assessments
23. Assist with 8th grade promotion
24. Work collaboratively in professional learning communities.
25. Support and have knowledge of all educational reform initiatives.
26. Assist with building a schedule that reflects the demand of education reform, community needs, trends, etc.
27. Coordinate transition activities with elementary buildings
28. Provide transition information to parents and new students
29. Fulfill other responsibilities as assigned by the building administration.

IMMEDIATE SUPERVISOR(S): Building Principal

APPLICATION PROCEDURE:

Current Employees:

Please submit a letter of interest

Other Applicants:

Please apply online through FastTrack at www.mlisd.org , navigate to the Employment page.

Questions regarding applications can be directed to:

Debra DuPey, Human Resources Specialist

ddupey@mlsd.org or 509-565-3120