

**BANKS SCHOOL DISTRICT
JOB DESCRIPTION
Student Support and Wellness Counselor**

IMMEDIATE SUPERVISOR Building Administrator

GENERAL DUTIES

Works under the direction of the building principal to advise and support current dropout students and at-risk students. Counselor will work in coordination with core education programs of the school to individualize supports and re-engage students back into the high school setting--including wrap around support services, academic options and postsecondary planning. Coordinates with school staff to provide social/emotional supports and the integration of mental health services. The counselor supports students' needs and designs individual academic plans for at-risk youth. Confers with teachers, caseload counselors and administrators on wrap around supports for students. Enrolls students in school programs and assists students in planning an appropriate program based on interest and ability, support students. Assists teachers and caseload counselor in planning and conducting conferences with parents and community agencies.

REQUIRED QUALIFICATIONS

- A. A valid State of Oregon School Counseling License, or Oregon Professional Counseling License, or have a Master's degree in Social Work
- B. A minimum of a Bachelor's degree from an accredited institution
- C. The ability to follow oral and written instructions
- D. The ability to effectively work and communicate with students, parents, and school personnel from diverse cultures and/or backgrounds
- E. The ability to work harmoniously with others
- F. Proficient oral and written communication skills in English
- G. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- H. The ability to learn new automated systems as they are brought online by the District
- I. Experience in professional education
- J. Knowledge of effective guidance techniques including groups and individuals
- K. Experience working with at-risk student populations
- L. Strong understanding of academic options for youth, including high school and postsecondary supports

ESSENTIAL RESPONSIBILITIES

- A. Cultivate and model a respectful working and learning environment
- B. Annually pass the District's required online training by the District's assigned due-date
- C. Follow site and/or District protocol for reporting absences
- D. Maintain current licenses and/or certificates required for the position

- E. Utilize the District's electronic systems and applications related to the job
- F. Serve as a referral resource to social service agencies and community resources
- G. Serve and guide identified target students, including fifth and sixth year seniors, as well as current high school students
- H. Coordinate and support core counseling programs
- I. Advise target students regarding school related barriers, as well as family concerns, social needs, etc.
- J. Integrate and coordinate mental health referrals and services
- K. Keep all necessary records and reports up to date
- L. Attend CARE Team, Attendance Team and when needed Student Study Team meetings M. Assist with parent engagement activities
- N. Conduct home visits

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	C	F	C
Sitting					›
Stationary Standing			›		
Walking (level surface)				›	
Walking (uneven surface)	X				
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)			›		
Turn/pivot			›		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			›		
Reaching extension			›		
Repetitive use arms				›	
Repetitive use wrists				›	
Repetitive use hands grasping			›		
Repetitive use hands squeezing			›		
Running		X			
Fine manipulation		X			
Using foot control	X				
*Pushing/Pulling - Maximum weight: 40 lbs.		X			
*Lifting/Carrying - Maximum 40 lbs. weight:			›		

*Identify items typically moved:

WORKPLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting

- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority

- F. Maintain the integrity of confidential information relating to students, staff, and District patrons

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Employee Signature Date

Pay Grade: Based on salary agreement
Last Revised: July 2018