

JOB DESCRIPTION
Counselor – Middle School/Student Services-TOSA

IMMEDIATE SUPERVISOR

Building Principal/Student Services Director

GENERAL DUTIES

Counselor

The counselor will provide guidance to students in the development and implementation of appropriate educational plans. The counselor will assist students in dealing with special problems and needs as well as the development of personal/social behaviors. The counselor will also provide students with skills to formulate tentative career goals.

Student Services-TOSA

The TOSA will work under the direction of the Student Services Director to support NCLB and Special Education Services at Banks High School, Middle School and Elementary School.

ESSENTIAL REQUIREMENTS

- A. A minimum of a Bachelor's degree from an accredited institution
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon, or alternative licensing acceptable to the District
- C. Demonstrates command of oral and written English language
- D. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds.
- E. Maintain integrity of confidential information relating to students, staff, or district patrons
- F. Ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. The competent counselor will:
 - 1. Provide counseling services
 - 1.1 Conduct timely individual counseling sessions as requested by students, staff, or parents
 - 1.2 Provide group counseling options for designated students
 - 1.3 Facilitate communication between student, parent, and staff
 - 1.4 Clarify goals and move toward appropriate solutions
 - 1.5 Monitor and evaluate to assure agreements are met
 - 1.6 Provide immediate counseling for students in crisis

2. Provide individual/special services
 - 2.1 Provide counseling services for special needs students
 - 2.2 Communicate with school and community resources as an advocate for students with special needs
 - 2.3 Refer students/parents with special needs to appropriate agencies
 - 2.4 Inform special needs students of alternative sources of education and services
 - 2.5 Schedule regular classroom guidance sessions as appropriate
 - 2.6 Design and participate in orientation activities, especially at the transition levels, and for student transferring into the District
 - 2.7 Administer and interpret a variety of assessment instruments
3. Provide appropriate scheduling information
 - 3.1 Demonstrate an awareness of curriculum offerings sufficient to assist students in attaining graduation requirements
 - 3.2 Assess student schedules and provide appropriate guidance to ensure the attainment of individual student goals and needs
 - 3.3 Assist in the forecasting and registration process
4. Provide career guidance
 - 4.1 Make students aware of career/job opportunities, their characteristics, their requirements, and necessary career planning
 - 4.2 Assist students to develop habits, attitudes, and skills for successful job acquisition and job retention
 - 4.3 Assist students in developing their understanding of their personal traits, qualities and potential for future job opportunities.
5. Perform other related duties as assigned by the principal and/or superintendent
 - 5.1 Perform duties in accordance with District Policy and terms set forth in the negotiated agreement
 - 5.2 Assist in the enforcement of school and Banks School District rules and policies
 - 5.3 Assume a share of the responsibility for non-classroom student activities within the assigned work day

6. Maintain an ongoing personal program of professional growth and development
 - 6.1 Develop and implement annually an approved plan for professional growth and development
 - 6.2 Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness
 - 6.3 Participate in District sponsored in service offering appropriate to assignment

- B. The competent Student Services-TOSA will:
 1. Work on developing the Extended School Year Program, SPR & I and Annual notifications
 2. Staff assignments for classified and certified SPED staff
 3. Manage Student Services Website to include updating with current legislation, policy and practice
 4. Coordinate identification services for Section 504, TAG, and McKinney Vento
 5. Coordinate annual TAG screening, Alternative Education services, attend Student Study and IEP meetings
 6. Prepare and implement SPED case manager annual professional development plan for the year
 7. Complete Private School Annual consultation meetings and NCLB documentation,
 8. Attend ODE required trainings for SPR & I, Title III Consortium, McKinney Vento
 9. Coordinate annual SECC Annual Census of SPED students including accountability and technical assistance to staff,
 10. Participate in monthly regional/county SPED Directors' meeting, and Title III Directors' meetings.
 11. Coordinate Early Intervention transition to school aged services,
 12. Coordinate ELPA testing and plan, facilitate and administer Title III programing including NCLB documentation and AMAO progress.
 13. Coordinate Itinerant staff: Adaptive PE, Occupational Therapist, Physical Therapist, Speech-Language Pathologist, Autism Specialists,
 14. Collaboratively complete ODE Improvement Plans and Audits for requested SPED, NCLB or TAG plans.
 15. Coordinate SPED transition services for high school students

C. Cultivate and model a respectful working and learning environment

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 FOR ESSENTIAL RESPONSIBILITIES

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

*Identify items typically moved: _____

WORK PLACE 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, or District patrons
- G. Commitment to obtaining administrative certification

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)

Date

Employee Signature

Date