



JOB DESCRIPTION

JOB TITLE: School Counselor

Job Summary: The job of school counselor is done for the purpose of coordinating a comprehensive counseling program for all students in the district based on the Oregon Framework for School Counseling Programs and its components (Guidance Curriculum, Individual Planning, Responsive Services, System Support, and Student Advocacy), and to provide services to all students in the academic, career, community involvement, and personal/social domains in concert with school staff, parents, the community, and the students themselves.

Essential Job Functions:

- **The school counselor implements the Guidance Curriculum Component through the use of instructional skills and the careful planning of structured group sessions for all students**
 - The school counselor facilitates the instruction of guidance lessons
 - The school counselor encourages staff involvement to ensure the implementation of guidance curriculum, providing resources and in-service trainings as needed
- **The school counselor implements the Individual Planning Component by guiding individuals and groups of students and their parents through the development of plans that lead to educational and career success**
 - The school counselor, in collaboration with parents and staff, helps students plan toward success through goal-setting and organizational skills
 - The school counselor provides accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information
- **The school counselor implements the Responsive Services Component through the use of individual and small group counseling, consultation, and referral**
 - The school counselor provides counseling for individuals and small groups of students with identified needs/concerns
 - The school counselor consults with parents, teachers, administrators and other relevant individuals to meet student needs
 - The school counselor assists with referrals in collaboration with parents, administrators, teachers, and other school personnel
- **The school counselor implements the System Support Component through counseling program management and support for other educational programs**
 - The school counselor administers and evaluates a comprehensive and balanced counseling program in collaboration with school staff
 - The school counselor provides support for other school programs and carries out “fair share responsibilities” as appropriate
- **The school counselor implements the student advocacy component to achieve student success**
 - The school counselor works proactively to remove personal and social barriers to learning
 - The school counselor empowers students to be advocates for themselves and others
- **The school counselor fulfills professional responsibilities**
 - The school counselor uses communication and positive interaction with the entire school community
 - The school counselor is committed to ongoing growth
 - The school counselor possesses professional and responsible work habits
 - The school counselor follows the profession’s ethical and legal standards and guidelines, as well as promotes cultural diversity and inclusivity in school policy and interpersonal relationships

Essential Job Requirement – Qualifications:

- Skills, Knowledge and/or Abilities Required:
 - Skills to communicate effectively, problem solve
 - Knowledge of curriculum, education code, district policies, problem solving methodology
 - Abilities to sit for prolonged periods, maintain and verify completeness of records, meet schedules and deadlines, communicate with persons of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual activity/visual accommodation.
- **Education Required:**
 - Master's Degree in School Counseling, Counseling, or Social Work
- **Licenses, Certifications, Bonding, and/or Testing Required:**
 - Current Personnel Services License with an endorsement in Counseling or authorization as a Child Development Specialist through the Oregon Department of Education
 - Criminal Justice Fingerprint Clearance

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.