

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: Counselor - Middle School

Job Purpose Statement/s: The job of "Counselor - Middle School" is done for the purpose/s of providing information on students' functioning and recommendations regarding their successful transition to high school; developing plans and/or providing information regarding students' goals; and securing appropriate placement of students.

Essential Job Functions:

- * **Advises** students, parents and guardians for the purpose of providing information on students' progress and/or recommendations regarding their successful transition to high school.
- * **Coordinates** with teachers, resource specialists and/or community (e.g. courts, child protective services, etc.) for the purpose of providing requested information, gaining needed information and/or making recommendations.
- * **Counsels** students, parents, and guardians for the purpose of enhancing student success in school.
- * **Monitors** student records for the purpose of developing plans and/or providing information regarding students' goals.
- * **Prepares** documentation (e.g. observations, progress, contacts with parents, teachers, outside professionals, etc.) for the purpose of providing written support, developing recommendations and/or conveying information.
- * **Presents** information on various topics (e.g. behavior management, etc.) for the purpose of providing required information and/or advice.
- * **Schedules** student classes for the purpose of securing appropriate placement and meeting their graduation and college eligibility requirements.

Other Job Functions:

- * **Administers** various proficiency tests for the purpose of assisting in determining student's placement and/or eligibility for potential course of study.
- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Participates** in various extra curricular school and/or community activities for the purpose of providing supervision and/or representing school at such events.
- * **Supervises** assigned programs (e.g. peer counseling, special education, ESL, etc.) for the purpose of monitoring performance and achieving overall curriculum objectives.

Essential Job Requirements - 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 acuity/visual accommodation.

- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, appropriate Credential.