

# HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

## ***JOB TITLE: Counselor - High School***

**Job Purpose Statement/s:** The job of "Counselor - High School" is done for the purpose/s of providing information on student's functioning and recommendations regarding their successful transition to and from high school; developing plans and/or providing information regarding students' goals; maintaining knowledge of post high school program eligibility requirements to provide counsel to students; ensuring completion of students' applications within designated time frames; and securing appropriate placement of students.

### **Essential Job Functions:**

- \* **Advises** students, parents and guardians for the purpose of providing information on student's progress and/or recommendations regarding their successful transition to and from high school.
- \* **Coordinates** with teachers, college and university personnel, resource specialists and/or community (e.g. service clubs, 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.
- \* **Develops** various special programs (e.g. career night, financial aid workshops, etc.) for the purpose of providing information to assist students in the successful transition from high school to career, training and/or continuing education.
- \* **Monitors** student records for the purpose of developing plans and/or providing information regarding students' goals.
- \* **Prepares** applications for students (e.g. scholarships, college, financial aid) for the purpose of ensuring completion of application processes within designated time frames.
- \* **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, orientation, etc.) for the purpose of providing required information and/or advice.
- \* **Researches** program eligibility requirements (i.e. financial aid, college eligibility, etc.) for the purpose of maintaining knowledge of eligibility requirements to provide counsel to students.
- \* **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. scholarships, peer counseling, special education, ESL, etc.) for the purpose of monitoring performance, providing for professional growth 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.