



**Centralia School District
Job Description
1.0 FTE High School Counselor (2 Positions)**

Reports to: Principal

Location: Centralia High School

Bargaining Unit: Centralia Education Association

FLSA Status: Exempt

Classification: Counselor

Job Summary:

The high school counselor provides a comprehensive school counseling program that is consistent with the ASCA National Model that assists all students in acquiring the skills needed to maximize student learning and achievement in a safe learning environment. The counselor provides an environment conducive to the intellectual, physical, social and emotional development of all students and communicates and interacts with students, parents, staff, and the community. The high school counselor supports students by facilitating the individual and school-wide social development of students through a coordinated program of student services.

Required Qualifications:

- Masters' Degree with ESA certification in counseling, social work, and/or psychology
- Knowledge of and ability to implement a Multi-Tiered Systems of Support (MTSS) and Social Emotional Learning (SEL) best practices
- Familiarity with racial equity and inclusion frameworks
- A demonstrated ability to work well with people from a variety of backgrounds
- Self-direction with a high degree of collaboration
- Organizational skills and flexibility to respond to changing student needs
- Ability to function in a calm, efficient, courteous manner under stress and to exercise careful judgement, confidentiality, and tact in the performance of duties
- Ability to establish and maintain professional relationships
- Ability to act in an ethical and confidential manner in all aspects of employment
- Ability to analyze, assess, and plan with data
- Ability to coordinate and schedule events
- Knowledge of effective student behavior practices and the ability to prevent/problem-solve conflicts between students through individual and group processes
- Ability to utilize technology including Microsoft Office, Google Suites, copiers, etc.
- Ability to work in an office and school environment with interruptions
- An ability to motivate and interact with students in a productive manner
- Demonstrated ability to communicate effectively, possess awareness (for self and others), listen actively, be patient, incorporate humor/lightheartedness into work, be empathetic, and be customer-service oriented
- Ability to support the District's vision, mission, and goals including the belief that all students can succeed
- Ability to provide proof of being fully vaccinated against COVID-19
- Ability to perform the essential functions of the job with or without reasonable accommodations

Preferred Qualifications:

- Successful experience in a counseling role with secondary school teaching or counseling
- Knowledge of Skyward, or like student information system
- Knowledge/experience with student scheduling

Essential Functions:

- Coordinate and implement a counseling program of prevention, intervention, and follow-up
- Maintain an environment of confidentiality and privacy when required to protect student rights
- Establish and maintain effective and collaborative communication with staff and families regarding the needs of students
- Assist teachers in the integration of appropriate skill-building activities for use in their classrooms
- Lead, create, and coordinate the implementation of 504 plans for students
- Assist students in exploring their aptitudes and abilities through the High School and Beyond Plan
- Provide individual/small group counseling and classroom presentations
- Work with parents, students, and staff to fulfill students' potential for intellectual, physical, emotional, and psychological growth and maturation
- Identify students with academic concerns and coordinate intervention strategies
- Participate in intervention team meetings and discussions about activities or behaviors of students who need additional services
- Act as a community liaison with outside agencies when a professional referral is appropriate including Mental Health, CPS, Medical, and McKinney-Vento
- Share responsibilities with the counseling team in transitions between 6th-7th and 8th-9th grades, Healthy Youth Survey, and College Bound
- Be an engaged team member for the PBIS program
- Conduct student behavioral observations as part of a student assessment team
- Maintain appropriate records and files
- Use data to inform and adjust delivery of school counseling services
- Coordinate and assist with staff development programs as requested
- Provide interventions for students
- Performs other duties as assigned

Salary: \$52,312 - \$107,944 annually, depending on experience and qualifications

Work schedule: 1.0 FTE (186 days per school year)

Benefits:

Sick leave and personal leave; health benefits including medical, dental, vision, life insurance, and long-term disability insurance; State retirement; other fringe benefits as allowed under the [Centralia Education Association Collective Bargaining Agreement](#).

Application Procedures: Anyone interested in this position should apply through [EdJobsNW](#) AND submit a letter of interest to Scot Embrey, Principal of Centralia High School at sembrey@centralia.wednet.edu. Current employees of Centralia School District need only to send a letter of interest to Scot Embrey.

Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.			X		
Lift/push/pull/carry objects 11-20 lbs.	X				
Lift/push/pull/carry objects 21+ lbs.	X				
Standing up to one hour at a time				X	
Standing up to two hours at a time				X	
Standing for more than two hours at a time			X		
Stooping and bending				X	
Ability to reach and grasp objects				X	
Manual dexterity or fine motor skills					X
Ability to communicate orally					X
Ability to hear					X
Proofreading and checking documents for accuracy				X	
Using a computer and computer software					X
Using various technology tools				X	
Working in a normal office environment with few physical discomforts				X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions				X	
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions	X				
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls	X				
Operating automobile, vehicle or van	X				