

The Payette School District has the following full-time opening for the 2018-2019 school year:

PAYETTE HIGH SCHOOL COUNSELOR

QUALIFICATIONS

1. Holds a Pupil Personnel Services Certificate with a Counselor Endorsement (K-12) or is a certified social worker
2. Minimum experience as determined by the Board
3. Knowledge of computerized master schedule development
4. Broad knowledge of theories of individual and group guidance techniques, and secondary school guidance program design
5. Knowledge of state and federal testing procedures and requirements
6. Strong background in the use of technology
7. Relates extremely well to students
8. Demonstrated ability to communicate and work effectively with students, parents, staff, and community groups and organizations
9. Able to work under pressure and deadlines
10. Excellent interpersonal, communication, organizational, and leadership skills
11. Maintain confidentiality of staff and students
12. Vocational counseling endorsement preferred

PRIMARY RESPONSIBILITY TO

Principal and Director of Special Services

JOB SUMMARY

To help students overcome problems that impede learning and to assist them in making educational and life plans. The counselor will guide, listen, and lend support to students who will need services beyond the scope of the regular classroom.

MAJOR DUTIES AND RESPONSIBILITIES

Direct Assistance to Students

1. Assist students with education planning, course selection, and adding and dropping courses
2. Register students new to the school, provide orientation and information relative to school policies and procedures, schedules, curriculum and extracurricular opportunities
3. Interpret grades and test scores for parents and students
4. Assist when requested with follow-up on students that are below grade level/failing with weekly progress reports
5. Maintain a close relationship with the child study team following directives and recommendations as needed
6. Assist in the resolution of school-related problems
7. Provide responsive services including consultation, personal counseling, crisis counseling, and referral
8. Arrange for summer work and/or enrollment in summer school programs to make up noted deficiencies
9. Provide for a smooth transition between middle school and high school, which may include orientation programs for students and parents
10. Provide a guidance curriculum consisting of structured developmental experiences presented systematically through classroom and group activities for all students
11. Assist with teacher/student/parent conferences
12. Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores, and other pertinent data
13. Provide counseling for students that will assist them to develop increased personal growth, self-understanding, and maturity

Transition to College and Career

1. Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores, and other pertinent data
2. Provide career development materials and activities (classroom and individual) and follow-up
3. Work closely with and involve parents in students' career planning
4. Provide counseling for students that will assist them to develop increased personal growth, self-understanding, and maturity
5. Provide information and prepare recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies
6. Help students with scholarship information and with application procedures including preparing written recommendations
7. Arrange a financial aid seminar for parents and students
8. Notify students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors
9. Assist students with applications to post-secondary institutions, meeting with recruiters, and planning campus visits
10. Provide timely notice and information to students and parents of opportunities to take SAT, ACT, and AP exams
11. Gather information on colleges and careers and keep this information accessible to students and parents in an organized arrangement
12. Work to prevent students from dropping out of school, and assist those that do in finding alternative educational programs and/or employment

Office Management

1. Maintain a professional office environment
2. Provide interim assistance to students or parents with urgent needs
3. Maintain student records and ensure their confidentiality
4. Consult with teachers and other staff regularly to provide information and support to staff and to receive feedback on emerging needs of students
5. Deal with confusion and emergencies in a friendly, supportive, and calm manner
6. Assist agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback
7. Screen and coordinate new student records

Other

1. Serve as a resource person to local community organizations
2. Network and consult with local businesses, industries, and social service agencies on a regular basis
3. Provide information to the community regarding guidance services or other relevant programs
4. Knowledge of the district's testing program and interpretation of test scores, and attend state sponsored district test coordinator meetings as needed
5. Work closely with the school in interpreting the school's philosophy and objectives to students and parents
6. Participate in building meetings such as special education meetings and class meetings
7. Assist in arranging education services for hospitalized or homebound student in conjunction with the special services staff
8. Assist with teacher/student and teacher/parent conflicts
9. Provide letters to parents informing them of student academic status
10. Keep immediate supervisor informed of activities and any issues that may arise
11. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
12. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
13. Seek assistance should emergencies arise

14. Represent the school district in a positive manner
15. Know and follow school district policy and chain of command
16. Perform other duties as assigned

Candidates should submit **Payette School District Certified Application** and the following:

1. An essay, 250 words or less, on what your major strengths are as they apply to the position of which you are making application
2. Cover letter
3. Resume
4. Photocopies of college transcripts
5. Photocopy of current Idaho teacher certification
6. Photocopy of Praxis or specified credits that verify highly qualified status
7. (3) current letters of recommendation

Tammi Griffin
Payette School District
20 N 12th St
Payette, ID 83661

Internal candidates need only to submit a letter of interest stating qualifications.

Applications are available at <http://payetteschools.org/certified-staff/> or call Tammi Griffin at 208-642-9366 or e-mail at tagriffin@payetteschools.org.

Payette School District is an Equal Opportunity Employer, as defined and required by state and federal laws. Position open until filled. All recommendations for hire are tentative offers. Employment is contingent upon board approval, and successful completion of a federal background check and drug-free workplace pre-employment screening (if required for the position). *Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.* Regular attendance is an essential function of this position.