

**Willapa Valley School District
Job Posting
PO Box 128 Menlo, WA, 98561**

POSITION: School counselor (K-12)

Salary

\$45,000.00 - \$85,611 Annually (DOE)

Location

Willapa Valley School District

Job Type

Regular Full-time

Closing

Friday, December 14, 2018

Description

Required Attachments

Letter of Interest

Resume

3 Reference Forms and/or Letters of Recommendation

Specific Duties

Description

The Willapa Valley School District is seeking applicants for the above position. We are interested in candidates who are committed to students and to a continuing program of personal and professional growth. The District Counselor serves as an interventionist and resource for students in grades K-12 with emphasis on children who are considered at risk, who have health care concerns and/or specific needs, show behavior or attendance problems or who are discouraged learners. The District Counselor will provide support for staff working with these students and will be a liaison with parents, agencies and the community.

DUTIES & RESPONSIBILITIES

- Provide individual and group counseling service
- Maintains a visible presence on campus and keeps a schedule of counseling services
- Intervenes quickly and appropriately when needed and/or requested
- Develops and monitors behavior management programs for classroom, school, and bus
- Develops and implements social skills instruction including conflict management and anger control
- Consults with staff and administration with respect to the individual needs and concerns of students and families
- Serves as a resource person for staff and administration
- Participates in staff conferences, multi-disciplinary team meetings, IEPs, and re-entry conferences
- Serves as a resource person for parents
- Provides information and referral services to parents
- Conducts home visits as needed or directed by administration

- Serves as a liaison between the school and juvenile justice, mental health services, screening services, or assessment and treatment programs for students. Maintains effective working relationships with organizations and agencies that serve children and families
- Provides information to agencies per request and/or directives
- Maintains comprehensive knowledge of services available to families in our community
- Keeps appropriate records and information administration and staff of intervention and contacts
- Maintains confidentiality of all student records and any other district related business
- Coordinates in-service training to personnel as needed for appropriate service delivery to students
- Develops interpersonal relations with staff, parents and students to establish a positive school climate
- Complies with district safety rules and regulations
- Evaluates students and interpret the results of evaluations to appropriate stakeholders
- Creates legally appropriate goals and objects (to include, but not limited to social/behavioral and life skills)
- Uses and integrate educationally relevant technology
- Serves as a cooperative member of the instructional team
- Participates in building and district in-service education/training programs
- Attends building/district meetings and conferences as required
- Directs activities of non-certificated personnel, if required
- Knows and observes safety procedures; maintains safe working conditions; complies with safety rules and regulations
- Other duties as assigned

Typical Qualifications

Licensed School Counselor (preferred), or Mental Health Professional; teaching endorsement optional

Job related experience within a specialized field is required

Description

Required Attachments:

Cover Letter

Resume

3 Certificated Reference Forms and/or Letters

Transcript

This position is scheduled to work up to 200 days per year and 8 hours per day. This will be negotiated at time of hire. Eligibility for benefits will be based the negotiated schedule. (Benefits offered may include Retirement, Medical/Dental, Annual/Sick Leave).

Supplemental Information

- Criminal Justice Fingerprint/Background Clearance
- Valid Washington State certification as appropriate