



## Office of Talent

**TITLE:** Professional School Counselor PK-12, General Education/At-Risk

**DEPARTMENT:** Office of Schools and Learning

**REPORTS TO:** Principals

**RECEIVES GUIDANCE FROM:** Director of Schools and Learning and Senior Leadership Team

**BASIC FUNCTION (BF1):** Design, implement, and manage a comprehensive school counseling program aligned with the American School Counselor Association National Model and the Iowa Framework for School Counseling Programs, addressing the career, academic, and social emotional development of all students.

### **SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-13)**

*Demonstrated Experience or Willing to Acquire Skills:*

1. Exhibits essential dispositions and ownership of the district mission of "*Regardless of who you are or what your story is, you can learn and be loved here.*"
2. Exhibits essential dispositions and ownership of the district vision of "*Creating compassionate competent problem solvers.*"
3. Exhibits essential dispositions and ownership of the district core values
  - a. Demonstrated success of always doing what is best for all kids.
  - b. Believes in the concept of family
  - c. Demonstrated success as a committed leader
  - d. Believes in the concept of passion
  - e. Demonstrated success in being invitational
4. Exhibits essential dispositions of being a collaborative leader and colleague
  - a. Empathic
  - b. Motivated
  - c. Humble
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

### **HIRING SPECIFICATIONS (HS1-16):**

*Demonstrated Experience or Willingness to Acquire Skills*

1. Deliver daily lessons, aligned to state and district standards that meet students' individual needs for growth
2. Experience differentiating instruction and services for all students regardless of circumstance
3. Monitor student learning outcomes on a daily basis. Use multiple data points to guide and individualize instruction
4. Participate in professional development
5. Develop and manage a comprehensive school counseling program
6. Deliver district guidance curriculum
7. Provide individual student planning.
8. Provide responsive services through the Trauma Informed Instruction framework
9. Allocate majority of time to delivering a comprehensive school counseling program directly to students through guidance curriculum, individual student planning and responsive services, and indirectly through student-centered collaborations, consultations, and referrals
10. Provide system support to behavior programming through appropriate proactive/reactive social skills support

*Charles City Community School District*

11. Provide referrals, when appropriate, to additional supports and interventions for effective student outcomes
12. Provide accountability for program and personal/professional goals and growth of students
13. Provide at-risk services
14. Participate in building/district collaboration to plan for instruction/services around student needs
15. Represent Charles City Community Schools effectively in the community, state and nation
16. Demonstrate consistent progress on meeting the eight Iowa Teaching Standards

**ABILITIES (A1):**

This position will require physical demands that include constant standing, walking, reaching, pushing/pulling, lifting under 70 pounds, and carrying items at least 35 feet. There will be frequent climbing of stairs and manual dexterity tasks. There will be occasional sitting and vehicle driving. The working conditions will be constantly inside/outside with extremes of temperature and humidity.

**KNOWLEDGE AND EDUCATION (KE1-2 and KED1-2):****Required:**

1. Master's Degree in School Counseling
2. Valid Iowa License in School Counseling
3. Knowledge of subject, curriculum, and effective teaching methods

**Desired:**

1. Previous classroom teaching experience
2. Experience in assigned grade and social level settings

**POSITION INVENTORY:** Certified**FLSA STATUS:** Exempt**FT/PT:** FT

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

\_\_\_\_\_ \* Talent Office Authorization

\*This job description is not approved without the signature of the Talent Office Administrator

Date Last Reviewed: 02-26-19

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein