

# School Counselor Job Description

## **Position Purpose**

Come join one of the top workplaces in the Treasure Valley! We are looking for talented educators with the skills, passion and commitment to help us build our STEAM programs. Provide students, parents, administrators, and other teaching staff with social emotional supports. information on career and/or educational opportunities; administer and interpret career assessment tools, and assist students in developing educational and occupational goals and plans.

## **Essential Performance Responsibilities**

- Assisting students in making adjustments to the school setting by considering differences in personality, background, and abilities.
- Teaching social-emotional learning (SEL) lessons to classrooms
- Working with small groups of students to teacher socialization skills or other needed social skill supports
- Providing individual counseling and referral information to students and parents.
- Working with parents, teachers, and students in efforts to plan for the student's welfare and academic success.
- Providing conferences among individuals including parents, students, teachers, and administrators in instances where interpersonal communication is necessary for the welfare of the student, classroom, or school as a whole.
- Utilizing student records to assist teachers and administrators in understanding and working with individual students with discipline or academic problems.
- Assisting students to develop skills in setting and achieving goals.
- Providing opportunities for students to acquire skills to investigate the world of work and to apply self-knowledge in making informed career decisions.
- Aiding students to acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect self and others.
- Assisting students and their families in using available community referral resources such as psychological, social, medical, or legal services.
- Pursuing continuous professional growth.
- Working collaboratively with other district counselors and other district staff.
- Confidentiality will be maintained as specified by law.
- Administering appropriate tests to students in accordance with the district's testing program.
- Knows and follows school policy and the chain of command.
- Acts ethically and confidentially in all aspects of employment.
- Managing the 504 caseload, including setting meetings, ensuring teachers are informed about accommodations, and conducting the eligibility process.
- Creating 8<sup>th</sup> grade high school pathway plans.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

## **Knowledge, Skills, and Abilities**

- Knowledge of pre/post-high school program eligibility requirements.
- Knowledge of college/university admissions processes, scholarship programs, and other educational opportunities.

- Knowledge of current developments in business and industry regarding career opportunities and employment.
- Knowledge of differentiated instruction based upon student learning styles.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network systems and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

### **Communication Skills:**

Ability to provide general district information and respond to questions from administrators, managers, employees, customers, and/or the general public in a professional and pleasant manner.

### **Problem Solving Skills:**

Demonstrate sound judgment by taking appropriate actions regarding questionable findings or concerns.

### **Productivity/Efficiency Skills:**

Consistently demonstrate ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary; organize job functions and work area to be able to effectively complete varied assignments within established time frame.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. Ability to define problems collect data, establish facts, and draw valid conclusions.

### **Other Skills and Abilities:**

Knowledge of a variety of computer software applications in word processing (Microsoft Office), spreadsheets (Excel), presentation software (PowerPoint), and Google Applications.

### **Work Environment:**

While performing the duties of this job, the employee regularly works inside and meets deadlines with severe time constraints in a fast-paced environment on a daily, weekly and monthly basis.

### **Physical Demands:**

While performing the duties of this job, the employee is continuously required to sit; occasionally walk and stand and reach with hands and arms; occasionally lift and carry up to 20 pounds. Specific vision abilities required by this job includes close vision; very good depth perception; and the ability to communicate through speech.

## **Qualifications and Experience**

### **Qualifications Profile Certification/License**

- Idaho Certification as a Guidance Counselor (Pupil Personnel) Education
- Masters from an accredited college or university in counseling or social work.

### **Experience**

- Experience in a school setting preferred but not required.



## **Salary and Benefits**

**Salary:** Counselors will earn between \$48,175 and \$70,181 depending on experience, education, and certification. This salary is based on the 2024-25 salary schedule and may be adjusted higher in 2025-26.

**Benefits:** All full time staff are eligible to receive the following benefits:

- A choice of 3 medical plans to best fit your family's needs
- Vision insurance
- Dental insurance
- Employee Assistance Program
- 10 days paid sick and 2 days personal leave
- PERSI Retirement

Applications are available at [www.mosaicsps.org](http://www.mosaicsps.org). Please send your completed application, cover letter, and resume to the email address listed on the application.

## **Equal Opportunity Employer**

MOSAICS Public School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.