

**PROFESSIONAL STAFF POSITIONS
(Job Description: Counselor)**

TITLE: Counselor

QUALIFICATIONS:

1. The counselor must be appropriately certified in the State of Colorado as provided by law.
2. Certificated staff must be qualified for the area or grade level in which they perform, meeting Colorado Department of Education accreditation standards as well as North Central Association standards for high school positions.

REPORTS TO: Building Principal

SUPERVISES: Students and Teacher Aides

PERFORMANCE RESPONSIBILITIES:

It is the responsibility of the counselors of the Monte Vista School District to perform up to district standards or higher in all standard areas. (Refer to AFC-1-E4 Counselor Evaluation Form for an explanation of district standards and other criteria for each standard.)

Performance Area A -- Program Planning

- A. 1. Displays a thorough knowledge of counseling program.
- A. 2. Demonstrates effective planning skills.
- A. 3. Demonstrates knowledge of organizational skills.
- A. 4. Makes effective use of time.

Performance Area B -- Counseling

- B. 1. Demonstrates knowledge of various counseling techniques and applications to appropriate situations.
- B. 2. Demonstrates knowledge of various counseling processes as it applies to individuals and groups.
- B. 3. Demonstrates knowledge and practices of various counseling models.
- B. 4. Demonstrates knowledge of and sensitivity for culture and gender of students.
- B. 5. Provides opportunity for individual differences.

Performance Area C -- Coordinating

- C. 1. Communicates effectively with students, staff, administrators, the community and its resources.
- C. 2. Demonstrates appropriate advocacy skills for all students.
- C. 3. Demonstrates knowledge of and appropriate use of referral resources.
- C. 4. Provides career and life planning services.
- C. 5. Implements student services programs.

Performance Area D -- Consulting

- D. 1. Demonstrates effective interpersonal relationships with community/parents.
- D. 2. Demonstrates effective interpersonal relationships with staff.
- D. 3. Promotes positive student self-concept.
- D. 4. Demonstrates sensitivity in relating to students.
- D. 5. Promotes self-discipline and responsibility.

Performance Area E -- Professional Development and Responsibilities

- E. 1. Demonstrates employee responsibility.
- E. 2. Demonstrates a willingness to keep student services and counseling practices current.
- E. 3. Implements school regulations and policies.
- E. 4. Collaborates appropriately with colleagues as requested and on own initiative.
- E. 5. Demonstrates knowledge and practice of legal and ethical issues in counseling.
- E. 6. Demonstrates continued initiative for professional development.

Performance Area F -- Student Appraisal

- E. 1. Facilitates organization, implementation and administration of assessment instruments.
- F. 2. Demonstrates knowledge and interpretation of assessment instruments.

Approved: 07/11/91

Monte Vista School District No. C-8, Monte Vista, Colorado