

## **Alliance Public Schools**

### **Secondary Counselor Job Description**

It is the policy of Alliance Public Schools to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Secondary Counselor
- B. Department:** Instruction
- C. Education Level and Certification:** Bachelors degree or higher required. Must possess a Nebraska Teaching Certificate at all times during employment with such endorsements as required by NDE Rules 10 and 24.
- D. Reports To:** Principal
- E. Performance Responsibilities**
  - 1. Provide individual student counseling and group educational and vocational guidance services as assigned and perform related duties as set forth under Job Tasks.
  - 2. Provide for the reasonable care and safety of students under the Secondary Counselor's supervision.
  - 3. Supervise students in out-of-classroom activities as assigned.
  - 4. Provide care for students, including reporting suspected child abuse or neglect to supervisor and provide medication administration as assigned.
  - 5. Participate in faculty committees and the sponsorship of activities as assigned.
  - 6. Develop and maintain a positive rapport with students and parents.
  - 7. Develop and maintain a positive and professional working relationship with other staff and administration.
  - 8. Provide for proper care, maintenance and reasonable security of all District property in the Secondary Counselor's custody.
  - 9. Utilize instructional materials and other resources in a competent and effective manner, including computer, e-mail, and other technology to perform assigned duties.
  - 10. Adhere to all district policies, rules, regulations, and supervisor directives.
  - 11. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
  - 12. Adhere to the code of ethics of the District and Nebraska Department of Education (NDE Rule 27). The Secondary Counselor must serve as a positive role model for staff and students.
  - 13. Perform other tasks or duties as assigned by the Board or the Superintendent.

## **F. Job Tasks**

1. Counsel students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning.
2. Counsel students to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
3. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
4. Confer with parents or guardians, teachers, other counselors, and administrators to resolve students' behavioral, academic, and other problems. Utilize resources to effectively communicate with others with different communication abilities (e.g. non-English speaking, hearing impaired).
5. Provide crisis intervention to students when difficult situations occur at schools.
6. Identify cases involving domestic abuse or other family problems affecting students' development.
7. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
8. Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
9. Encourage students and/or parents to seek additional assistance from mental health professionals when necessary.
10. Observe and evaluate students' performance, behavior, social development, and physical health.
11. Enforce all administration policies and rules governing students.
12. Meet with other professionals to discuss individual students' needs and progress.
13. Provide students with information on such topics as college degree programs and admission requirements, financial aid opportunities, trade and technical schools, and apprenticeship programs.
14. Evaluate students' abilities, interests, and personality characteristics using tests, records, interviews, and professional sources.
15. Collaborate with teachers and administrators in the development, evaluation, and revision of school programs.
16. Teach classes and present self-help or information sessions on subjects related to education and career planning.
17. Establish and enforce behavioral rules and procedures to maintain order among students.
18. Conduct follow-up interviews with student counselees to determine if their needs have been met.
19. Attend professional meetings, educational conferences, and teacher training workshops, in order to maintain and improve professional competence.
20. Prepare reports on students and activities as required by administration.
21. Plan and conduct orientation programs and group conferences to promote the adjustment of students to new life experiences such as starting college.
22. Assess needs for assistance such as rehabilitation, financial aid, or additional vocational training, and refer clients to the appropriate services.

23. Instruct students in career development techniques such as job search and application strategies, resume writing, and interview skills.
24. Address community groups, faculty, and staff members to explain available counseling services.
25. Attend staff meetings, and serve on committees as required.
26. Compile and study occupational, educational, and economic information to assist counselees in determining and carrying out vocational and educational objectives.
27. Provide information for teachers and staff members involved in helping students or graduates identify and pursue employment opportunities.
28. Provide information for teachers and staff members involved in helping students identify and pursue employment opportunities.
29. Review transcripts and communicate with students and parents or guardians to ensure that students meet graduation or college entrance requirements, and write letters of recommendation.
30. Provide special services such as alcohol and drug prevention programs, anti-bullying programs, and classes that teach students to handle conflicts without resorting to violence.
31. Establish and supervise peer counseling and peer tutoring programs.
32. Plan and promote career and employment-related programs such as work-experience programs.
33. Sponsor extracurricular activities such as sports, clubs, student organizations, and academic contests.

## **G. Required Knowledge**

The Secondary Counselor is to possess and effectively utilize knowledge, required for the position, in the following areas:

1. Education and Training—Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Therapy and Counseling—Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
3. English Language—Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
4. Psychology—Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
5. Customer and Personal Service—Knowledge of principles and processes for providing customer and personal services. This includes school and student needs assessment, meeting quality standards for services, and evaluation of satisfaction.
6. Clerical—Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

7. Sociology and Anthropology—Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
8. Administration and Management—Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

## **H. Required Skills and Abilities**

The Secondary Counselor is to possess and effectively utilize the following skills and abilities:

1. Communication:
  - a. Active Listening—Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
  - b. Speaking—Talking to others to convey information effectively. The ability to speak clearly so others can understand you. The ability to communicate information and ideas in speaking so others will understand.
  - c. Oral Comprehension and Listening—The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to identify and understand the speech of another person.
  - d. Writing—Communicating effectively in writing as appropriate for the needs of the audience. The ability to communicate information and ideas in writing so others will understand.
  - e. Written Comprehension—Understanding written sentences and paragraphs in work related documents. The ability to read and understand information and ideas presented in writing.
2. Social Perceptiveness—Being aware of others’ reactions and understanding why they react as they do.
3. Service Orientation—Actively looking for ways to help people.
4. Critical Thinking—Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
5. Time Management—Managing one’s own time and the time of others.
6. Active Learning—Understanding the implications of new information for both current and future problem-solving and decision-making.
7. Problem Sensitivity—The ability to tell when something is wrong or is likely to go wrong.
8. Coordination—Adjusting actions in relation to others’ actions.
9. Instructing—Teaching others how to do something. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
10. Monitoring—Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
11. Learning Strategies—Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
12. Negotiation—Bringing others together and trying to reconcile differences.

13. Persuasion—Persuading others to change their minds or behavior.
14. Judgment and Decision Making—Considering the relative costs and benefits of potential actions to choose the most appropriate one.
15. Reasoning—Deductive: The ability to apply general rules to specific problems to produce answers that make sense. Inductive: The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
16. Complex Problem Solving—Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
17. Vision—The ability to see details at close range (within a few feet of the observer) and to see details at a distance.
18. Information Ordering—The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

## **I. Work Activities**

The Secondary Counselor is to perform the following work activities:

1. Communicating with Supervisors, Peers, or Subordinates—Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
2. Establishing and Maintaining Interpersonal Relationships—Developing constructive and cooperative working relationships with others, and maintaining them over time. This includes: establishing and maintain relationships with students, parents and team members and working as a team member.
3. Getting Information—Observing, receiving, and otherwise obtaining information from all relevant sources.
4. Making Decisions and Solving Problems—Analyzing information and evaluating results to choose the best solution and solve problems.
5. Assisting and Caring for Others—Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients. This includes: counseling students with personal problems and demonstrating empathy with others during counseling or related services.
6. Organizing, Planning, and Prioritizing Work—Developing specific goals and plans to prioritize, organize, and accomplish your work.
7. Communicating with Persons Outside Organization—Communicating with people outside the organization, representing the organization to others. This information can be exchanged in person, in writing, or by telephone or e-mail. This includes: communicating student progress, compiling information through interviews, conducting parent conferences and making presentations.
8. Resolving Conflicts and Negotiating with Others—Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
9. Performing for or Working Directly with the Public—Performing for people or dealing directly with the public. This includes assisting students in understanding personal or interactive problems.

10. Updating and Using Relevant Knowledge—Keeping up-to-date technically and applying new knowledge to your job. This includes following confidentiality procedures and student observation procedures and using behavior modification techniques, conflict resolution techniques, counseling techniques, interpersonal communication techniques, intervention techniques, interviewing procedures, labor market information, public speaking techniques, and teaching techniques.
11. Interacting With Computers—Using computers and computer systems (including hardware and software), entering data, or processing information.
12. Documenting/Recording Information—Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form. This includes recording student progress.
13. Training and Teaching Others—Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others. This includes: assessing educational potential or need of students, converting information into instructional program, organizing educational material or ideas, selecting teaching materials to meet student needs, and teaching students work-related techniques or skills.
14. Interpreting the Meaning of Information for Others—Translating or explaining what information means and how it can be used. This includes interpreting psychological test results.
15. Coaching and Developing Others—Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. This includes mentoring co-workers in the educational setting.
16. Developing and Building Teams—Encouraging and building mutual trust, respect, and cooperation among team members.
17. Scheduling Work and Activities—Scheduling events, programs, and activities, as well as the work of others.
18. Identifying Objects, Actions, and Events—Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. This includes: recognizing interrelationships among individuals or social groups, physical or emotional abuse, student learning levels and student problems.
19. Judging the Qualities of Things, Services, or People—Assessing the value, importance, or quality of things or people.
20. Performing Administrative Activities—Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. This includes maintaining education records, reports and files.
21. Processing Information—Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
22. Analyzing Data or Information—Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. This includes analyzing psychological testing data and using psychological assessment tools.
23. Developing Objectives and Strategies—Establishing long-range objectives and specifying the strategies and actions to achieve them.
24. Thinking Creatively—Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

25. Coordinating the Work and Activities of Others—Getting members of a group to work together to accomplish tasks. Coordinate social service activities with resource providers. This includes coordinating social service activities with resource providers.
26. Providing Consultation and Advice to Others—Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics. This includes: advising students, consulting with parents or school personnel to determine student needs, and giving information about community services or resources.
27. Evaluating Information to Determine Compliance with Standards—Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
28. Monitoring Processes, Materials, or Surroundings—Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
29. Guiding, Directing, and Motivating Subordinates—Providing guidance and direction to subordinates, including setting performance standards and monitoring performance. This includes monitoring student progress.

## **J. Required Employee Characteristics**

The Secondary Counselor is to possess and exhibit the following characteristics:

1. Cooperation—Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. Attention to Detail—Job requires being careful about detail and thorough in completing work tasks.
3. Dependability—Job requires being reliable, responsible, and dependable, and fulfilling obligations.
4. Integrity—Job requires being honest and ethical.
5. Concern for Others—Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
6. Self Control—Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
7. Stress Tolerance—Job requires accepting criticism and dealing calmly and effectively with high stress situations.
8. Adaptability/Flexibility—Job requires being open to change (positive or negative) and to considerable variety in the workplace.
9. Independence—Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
10. Initiative—Job requires a willingness to take on responsibilities and challenges.
11. Persistence—Job requires persistence in the face of obstacles.
12. Achievement/Effort—Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
13. Leadership—Job requires a willingness to lead, take charge, and offer opinions and direction.

14. Social Orientation—Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

**K. Working Conditions**

1. Inside; some offices, classrooms and areas are not air conditioned.
2. Outside for activities and student supervision.

**L. FLSA Status:** Exempt. Professional exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed and engaged in this activity as a teacher.

**M. Essential Functions:** The essential functions of the Secondary Counselor position include: (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

<b>Physical Requirements Secondary Counselor</b>		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
<b>E = Essential</b>						
<b>NE = Non-Essential</b>						
<b>Stamina</b>						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running	X				
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person		X			
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward		X			
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength		X			
13.	Driving on the job		X			
14.	Typing non-stop			X		
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)		X			
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
<b>Pushing/Pulling</b>						
23.	25 to 50 pounds		X			
24.	51 to 75 pounds		X			
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
<b>Carrying</b>						
27.	10 to 25 pounds		X			
28.	26 to 50 pounds		X			
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				