



# **MOSCOW CHARTER SCHOOL**

Science • Technology • Engineering • Arts • Math

## **Job Description:**

### **K-8 School Counselor**

Provide emotional and academic counseling and guidance, individual and group, for students, and consultations, coordination, and information services for students, staff, and parents consistent with district benchmarks for comprehensive guidance and counseling.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to use effective oral and written communication skills.
- Ability to listen and react professionally.
- Ability to give and take directions.
- Ability to remain flexible to changes in assignments or situations.
- Ability to work independently.
- Ability to set priorities.
- Ability to maintain accurate records.
- Ability to maintain confidentiality at all times.
- Ability to establish and maintain effective working relationships with students, staff, parent, and community.
- Ability to deal with staff and others in a warm and confident manner.
- Ability to accept responsibility and make decisions.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree from an accredited college/university, minimum.
- Demonstrated communication skills: written with proper format, punctuation, spelling, and grammar, using all parts of speech; speaking with poise, voice control and confidence, using correct English.
- Demonstrates high energy and professionalism.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
- Read a variety of materials with understanding.

### **PREFERRED QUALIFICATIONS:**

- Three years counseling experience in public schools.

**LICENSES AND OTHER REQUIREMENTS:**

- Idaho Pupil Personnel Services Certificate endorsed for Counselor K-12.
- Must be able to pass all applicable background checks.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment: constant interruptions.

**PHYSICAL ABILITIES:**

Requires frequent standing, walking, and sitting. Be able to work efficiently while experiencing frequent interruptions and schedule changes. Required to deal with a wide range of situations, behaviors and information.

**ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:**

- Provides individual and group educational and social-personal counseling for all students.
- Communicate effectively with district staff.
- Provides for developmental classroom-guidance activities.
- Consults with parents regarding parenting concerns and problems that are related to students' school adjustment and performance.
- Works with teachers and principal to create a positive learning environment throughout the school.
- Identifies and refers children in need of specialized services and instruction.
- Helps with orientation of students involved in grade level changes, transfer, and entry within and outside the district.
- Ability to relate in a positive way to the full range of students staff, parents, and community.
- Ability to work cooperatively with other staff, administrator, and support personnel in a team approach to solve individual learning problems.
- Ability to apply group problem solving and team development skills while working with a variety of groups.
- Ability to maintain confidentiality.

**SUPERVISION:**

School Counselor is under the direct supervision of the Principal.

**Work Schedule:**

15 hours minimum per week with scheduled to be determined.

**Compensation:**

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