

Hobbs Municipal Schools Job Description

Position: Counselor

Supervisor: Principal

General Job Description: The Counselor will develop and implement a school guidance program focused on the physical, social, intellectual, emotional, and vocational growth of each student.

Qualifications:

1. A bachelor's or master's degree in school counseling or National Certified Counselor credential issued by the National Board for Certified Counselors.
2. A valid New Mexico Counselor license with endorsements as needed.
3. Three years teaching experience in public school teaching or related counseling experience, preferred.
4. Ability to pass employment verification.

Essential Duties and Responsibilities:

1. Develop and implement appropriate school level guidance programs focused on the physical, social, intellectual, emotional, and vocational growth of each student.
2. Coordinate activities in the guidance and counseling program.
3. Provide information and facilitate guidance activities for students, staff, and parents.
4. Serve as a consultant to the school and community.
5. Provide individual and group counseling.
6. Assist in transition of students to the next level of school.
7. Provide prevention strategies that address chemical dependency, pregnancy, suicide, dropping out, and abuse.
8. Provide educational and career counseling individually and in groups.
9. Conduct orientation and text interpretation to students and parents.
10. Comply with all School Board policies and administrative regulations.
11. Follow the legal and ethical standards of the counseling profession.
12. Comply with the Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
13. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Additional Duties and Responsibilities:

1. Determine guidance priorities based on locally assessed needs.
2. Formulate measurable objectives from identified needs and priorities.
3. Coordinate a continuing evaluation of the program.
4. Establish and maintain contact with school and community resources.
5. Assist others in their understanding of personal and social development.
6. Serve as a resource to facilitate groups and presentations on pertinent issues.
7. Conduct orientation/training programs for students, parents, and staff.
8. Interpret test results to student, parents, and staff.
9. Provide mediation for changes in behavior and conflict resolution.
10. Support the staff with assistance in developing positive rapport with students to maximize learning potential.
11. Assist teachers in identifying students who would benefit from counseling and provide feedback on referred students as appropriate.
12. Provide information to parents and students to aid in their understanding of educational goals.
13. Provide resource materials and expertise dealing with issues affecting students, staff, and family.
14. Provide crisis intervention.
15. Use appropriate interventions in situations detrimental to the physical, mental, educational, and emotional well-being of the individual.
16. Provide support to individuals by addressing topics such as interpersonal relations, communication, decision-making, problem solving skills, academic programs, and career, and life planning.
17. Make referrals to school and community resources when necessary.
18. Participate in the development of policies concerning guidance and counseling.
19. Stay informed about developments and innovations within the profession at the local, state, and national levels.
20. Assist in developing schedules; schedule changes, and oversee the "Next Step Plans".
21. Provide information on colleges, technical programs, military jobs, and other programs for graduate planning.

22. Write recommendations for students for jobs and education applications.
23. Assist Administration in the implementation of Professional Learning Communities collaborative practices throughout the school.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

1. Child abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.