

KLAMATH COUNTY SCHOOL DISTRICT

TITLE:	School Counselor		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	School Administrators
EDUCATION:	Bachelor’s Degree or Higher Appropriate Endorsements including Masters in School Counseling	FLSA Status:	Exempt
LENGTH OF WORK YEAR:	195 Days Per School Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>Primary Function:</p> <p>To guide students with academic, behavior, and social development.</p> <p>To consult with students, teachers and parents to identify developmental needs and design prevention or intervention activities in order to guide students on a healthy path toward adulthood or to help students be successful students and individuals.</p> <p>To implement guidance and initiatives according to learning theories and the educational philosophy of the school.</p> <p>To utilize leadership, advocacy, and collaboration, in order to promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district’s communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. This position is considered a safety sensitive position.</p>		

ESSENTIAL JOB RESPONSIBILITIES

1. Implement the guidance curriculum through delivery of classroom units and infusion in content areas;
2. Guide individuals and groups of students through the development of educational and career plans;
3. Counsel individuals and small groups of students based on student needs.
4. Consult with teachers, staff and parents regarding the developmental needs of students.
5. Refer students and families to appropriate program specialists or community agencies.
6. Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school.
7. Participate in and facilitate the intervention team process;
8. Plan and evaluate the building counseling program; following Klamath County School District guidelines and Oregon Standards for School Counseling.
9. Pursue continuous professional growth.
10. Adheres to all standards established by Teachers Standards and Practices Commissions for Competent and Ethical Educator.
11. Adhere to all Oregon Administrative Rules related to licensed educators / school counselors.
12. Maintain appropriate licenses and training hours as required.
13. Regular attendance is an essential function of this position.
14. Serve as a member of the District Crisis response team.
15. Other duties as assigned.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	

11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 35 lbs.					
If required, lifts over <u>35</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: 20 lbs.					
If required, carrying over <u>20</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture					
Distance: <u>5-20 feet</u> Type of Surface: (i.e. level, carpet, tile): <u>Vinyl Floor</u>					

ENVIRONMENT (WORK CONDITIONS)
Works Inside <u>95</u> % of the time / Works Outside <u>5</u> % of the time.
Temperature Extremes: No
Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface			Walking		Standing
Walk-Uneven Surface			Walking		Standing
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X	X		
Reach Below Shoulder		X			
Use of Arms				X	
Use of Wrists				X	

Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			X			1	2
Standing				X		1	6
Walking				X		1	6
Change Positions			X				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date
 Print Employee Name

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date
 Print Name

Prepared by: _____ Date: _____
 Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

_____ Date
 Physician's Signature