

Black Butte School District #41
Job Announcement
2018-19 School Year

Position: Licensed School Counselor (0.15 FTE)

Reporting to: Head Teacher and Board

Job Goal:

To work closely with the Head Teacher to coordinate and implement counseling services for the students of Black Butte School.

Qualifications:

1. Masters Degree in the field of School Counseling preferred
2. Experience as School Counselor preferred
3. Holds appropriate license(s) from Oregon TSPC
4. Excellent written and interpersonal communication skills
5. Ideal candidate is able to work independently, as well as part of a tight-knit team

Duties and Responsibilities:

Essential Duties and Responsibilities

1. Meet District, State, and Federal Requirements on relevant procedures, policies, and regulations
2. Maintain proper and sufficient documentation of students' progress and performance
3. Ability to effectively and cooperatively communicate and work with parents, students, school staff, school board, and community from diverse backgrounds
4. Maintain integrity of confidential information relating to students and staff
5. Assist in providing for the health and safety of students in all school settings
6. Provide timely and accurate feedback/documentation/information to students, parents, board, and appropriate staff members
7. Perform related duties and complete special projects as assigned

Counseling Responsibilities:

1. Conduct timely individual counseling sessions as requested by students, staff, or parents
2. Provide group counseling options for designated students
3. Provide immediate counseling for students in crisis
4. Design and participate in orientation activities for students transferring into the District, as well as transition to high school before graduation
5. Administer and interpret a variety of assessment instruments

Supplemental Education Services Responsibilities:

1. Design and implement supplemental education services and opportunities for academic enrichment, including tutorial services and remediation to help students meet State and local student academic achievement standards in core academic subjects, such as reading and mathematics
2. Design and implement youth development activities, drug and violence prevention programs, and character education programs that are designed to reinforce and complement the regular academic program of participating students

Terms of Employment

Salary- Hourly rate based on years of experience

Hours- ~6 hours/week, 2 days a week, (0.15 FTE)

Timeline- Open until filled, position starts 9/4/18

Evaluation- Performance of the job will be evaluated annually in accordance with provisions of the Board's Policy on Certified Teacher Evaluation.

Application:

The following information is required for candidates to be considered for this position:

- Letter of Interest
- Current Resume
- Three (3) Letters of Recommendation
- Copy of college transcripts
- Copy of current Oregon counseling license

A detailed background on the Black Butte School District as well as a full job description is available on our website at www.blackbutte.k12.or.us.

Any questions can be directed to:

Black Butte School District
P.O. Box 150, Camp Sherman, OR 97730
[541.595.6203](tel:541.595.6203) or dsharp@blackbutte.k12.or.us

Closing date: Open until filled.

Black Butte School District is an equal opportunity employer. Black Butte School District employs men and women in both traditional and non-traditional jobs and is committed to ensure there is not discrimination against any person based on race, color, gender, sexual orientation, religion, national origin, physical or mental disability, marital status or age except in positions where a bona fide occupational qualification exists.