

**Black Butte School District #41**  
**Job Description**

**Position: School Counselor/Child Development Specialist**

**Hours:** Part-time (~8-12 hours/week)

**Reports to:** Principal

**FLSA Status:** Non-exempt

***Job Purpose Statement:***

The purpose of a School Counselor/Child Development Specialist at Black Butte School is to provide a proactive program that engages students in growth opportunities aligned with the district's wellness and learning goals. The School Counselor collaborates with the staff and families to develop and implement programs and activities to help students achieve success socially, emotionally, and academically. This person will collaborate with teachers and families on early identification and intervention related to children's academic and social/emotional needs.

***Required Education and Experiences:***

- Master's Degree in School Counseling or related field
- Appropriate license(s) aligned with position:
  - School Counselor (Oregon TSPC)
  - Child Development Specialist (LMFT, LCSW, LPC, etc.)
- Experience as School Counselor or Child Development Specialist preferred
- Knowledge and experience related to child development, Growth Mindset, Mindfulness, Social-Emotional Learning (SEL), learning strategies, self-management and social skills, and crisis prevention and intervention
- Experience working with children in kindergarten through 8th grade

***Required Skills and Dispositions:***

- Excellent written and interpersonal communication skills
- Ability to work independently and as part of a tight-knit team that includes staff, students, and families

***Duties and Responsibilities:***

*Essential Duties and Responsibilities*

1. Provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career, and family concerns.
2. Provide parent education programs.
3. Consult with parents, teachers, principal, and supporting agencies concerning the needs and abilities of students.
4. Meet district, state, and federal requirements on relevant procedures, policies, and regulations.
5. Maintain proper and sufficient documentation of students' progress and performance towards goals.
6. Effectively communicate and collaborate with families, students, school staff, Board of Directors, and community.
7. Maintain integrity of confidential information relating to students and staff.

**Black Butte School District #41**  
**Job Description**

8. Assist in providing for the health and safety of students in all school settings.
9. Provide timely and accurate feedback/documentation/information to students, parents, Board, and appropriate staff members.
10. Perform related duties and complete special projects as assigned.

*Specific Counseling Responsibilities:*

1. Implement the District's Comprehensive Guidance and Counseling Program, including but not limited to classroom and small group programs that:
  - a. Provide prevention and intervention activities including drug, violence, and suicide prevention.
  - b. Build students' knowledge, attitudes, and skills needed to acquire academic, career, and social/emotional development.
  - c. Develop and teach Mindfulness, SEL, and character education programs that are designed to reinforce and complement the regular academic program of participating students.
2. Conduct timely individual counseling sessions as requested by students, staff, or parents.
3. Provide group counseling options for designated students.
4. Provide immediate counseling for students in crisis.
5. Meet with parents when requested.
6. Design and participate in orientation activities for students transferring into the District.
7. Design and participate in orientation activities, before graduation, for students who will be transitioning to high school or middle school.
8. Administer and interpret a variety of assessment instruments.
9. Serve as a member of the IEP team and assist in the development of 504 plans and TAG plans.