

PORT ORFORD-LANGLOIS SD 2CJ

Guidance Counselor - K-12 (52)

JOB POSTING

Job Details

Posting ID

52

Title

Guidance Counselor - K-12

Description

This position is full-time, split between Pacific High School in Sixes, OR and Driftwood Elementary School in Port Orford, OR. It starts in the 2021-22 school year.

Job Goal: To help students overcome adverse childhood experiences that impede their learning and to assist them in making educational, occupational and life plans that hold promise for their personal fulfillment as mature and responsible adults.

QUALIFICATIONS:

1. Knowledge of counseling theories and skills, group dynamic and small group processes.
2. Demonstrates ability to work harmoniously with other agencies, school district personnel, parents, and other staff members.
3. Demonstrates better than average communication skills.
4. Works harmoniously with other employees and deals tactfully with the public.
5. Demonstrates a thorough knowledge and understanding of child development, maladaptive behavior, behavior management, and classroom discipline.
6. Demonstrates ability to respect confidential information.

EDUCATION/CERTIFICATION:

Holds or has the ability to obtain a valid Counselor's License issued by TSPC.

ESSENTIAL FUNCTIONS:

1. Communicates effectively, positively, and in a timely manner with school personnel, the public, and parents.
2. Collaborates effectively with students, parents, the public, teachers, administration, and other staff.
3. Writes and follows personal performance goals in accordance with Teachers Standards and Practices Commission's (TSPC) Professional Development Plan (TSPC Division 90).
4. Continues professional growth through the upgrading of skills and knowledge, and participates in professional organizations, school, district, or state projects.
5. Assists students in acquiring attitudes knowledge, and skills that contribute to effective learning in school and across the life span.
6. Assists students in understanding the relationship between personal qualities, education and training, and the world of work.
7. Assists students in acquiring skills, attitudes, and knowledge to understanding themselves.
8. Assists students in making decisions, setting goals, and taking action to achieve goals.
9. Assists building principals in creation of master schedules.
10. Monitors junior high and high school students' educational plans as they relate to graduation requirements.
11. Works with staff to monitor student progress in career areas.
12. Makes and coordinates referrals to appropriate school personnel.
13. Reviews and interprets information in cumulative files as needed.
14. Utilizes active listening skills and creates a trust relationship with others.
15. Participates in student meetings as needed.
16. Makes in-service presentations as deemed necessary.
17. Is aware of each school system's available resources (personnel, support services, community resources, materials, etc.).
18. Maintains confidentiality of student records and of staff, and complies with state and federal regulations regarding privacy.
19. Maintains regular attendance in order to preserve the continuity of service delivery for the program.

20. Meets standards for competent and ethical performance as outlined in OAR 584-020-0035.
21. Performs duties in a manner reasonably expected and generally recognized by the profession.
22. Performs other duties and responsibilities as assigned by the Building Principal and/or Superintendent.

The Port Orford - Langlois School District is comprised of two locations: Driftwood Elementary School, a K- 6 school located in Port Orford with a population of approximately 110 students, and Pacific High School, a 7 - 12 junior/senior high school located seven miles north of Port Orford and seven miles south of Langlois that houses approximately 90 students.

Please visit our website (<http://www.2cj.com>) and Facebook pages for information about Driftwood Elementary School and Port Orford - Langlois School District.

*updated 04/05/21

<i>Shift Type</i>	Full Time	<i>Salary Range</i>	\$35,259.00 to \$63,598.00
<i>Salary Code</i>	Annual	<i>Job Category</i>	Specialist
<i>External Job Application</i>	OR Teacher Application	<i>Internal Job Application</i>	OR Teacher Application
<i>Location</i>	PACIFIC HIGH SCHOOL	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	04/05/2021	<i>General Start Date</i>	04/05/2021
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Stephanie Smith	<i>Title</i>	Admin Asst.
<i>Location</i>	PACIFIC HIGH SCHOOL	<i>Phone</i>	541-348-2455
<i>Email</i>	stephanie.smith@2cj.k12.or.us		

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>	
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