

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Counselor/Student Advisor**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
C	4	3
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Principal	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for advising and counseling students regarding personal and academic issues. Duties include: determining consequences for inappropriate behavior; counseling students, parents, and staff; contacting parents regarding concerns; attending and facilitating District meetings; evaluating teachers during classroom instruction; creating a master schedule; monitoring student's grades; and, assisting with transition periods.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Counselor is a stand-alone classification which is distinguished from other classes by its responsibility for counseling students.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Investigates, determines, and assigns consequences for conduct referrals, incident reports, bus referrals, and inappropriate behavior by determining frequency, severity, and policy.	Daily	C4
2.	Counsels individuals, groups, parents, staff, and community with concerns about family, friends, school, and grades to include determining how to approach and work through the problem	Daily	C4
3.	Contacts parents regarding questions and concerns to include distributing information.	Daily	C4
4.	Attends and facilitates meetings for teams, departments, and administration to include defining purpose and agenda of meeting, solving teacher concerns, and collaborating regarding curriculum.	Weekly	C4

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5.	Evaluates teachers during classroom instruction to include having a conference before and after each observation and analyzing curriculum.	Monthly	C4
6.	Assists in creating a master schedule to include scheduling students, recommending the best placement, balance, and class size.	Monthly	C4
7.	Works collaboratively with staff to monitor students' grades to include collecting grade sheets, checking for accuracy, placing students on academic probation, and changing grades.	Quarterly	C4
8.	Assists students with transition between elementary school and middle school and middle school and high school to include organizing, collecting, and distributing data.	Annually	C4
9.	Participates in the screening and selection of staff to include determining who to hire and who is the most qualified.	Monthly/ As Needed	C4
10.	Evaluates support staff.	As Needed	C4
11.	Develop proactive programs (facilitating a philosophy of resiliency and prevention-peer mediation, conflict resolution, A.C.E.)	As Needed	C4
12.	Monitors textbooks and supplies.	As Required	N/B
13.	Performs other duties of a similar nature or level.	As Required	N/B

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**Knowledge** (position requirements at entry):

Knowledge of:

- Counseling theories and strategies;
- Child development;
- Educational methods;
- Behavior management techniques.

**Skills** (position requirements at entry):

Skill in:

- Using computers and related software;
- Solving problems;
- Managing behavioral problems;
- Counseling others;
- Applying policies, procedures, and educational methods;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Master's Degree in Counseling, or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

- Arizona State Guidance Counselor Certification (K-12) for Counselors
- State Of Arizona Teaching Certificate

**Physical Requirements:**

Positions in this class typically require: fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

Revised: 3/2000

Revised: 4/2003