

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
COUNSELOR**

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Allied Health	C/4/3	Exempt

<u>CLASS SUMMARY:</u>
<p>The Counselor/Prevention Specialist is a stand-alone class. Incumbents are responsible for advising and counseling students regarding personal and academic issues.</p> <p>Based upon assignment, duties may 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; assisting with transition periods; and providing and supporting prevention programs such as violence prevention, conflict resolution, anti-bullying strategies, peer mediation, and character education.</p> <p>The Counselor/Prevention Specialist is distinguished from other classes by the masters level focus on providing counseling and prevention support to students, educators, and administrators.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
<p>This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.</p>		
<p>Provides and supports prevention programs including violence prevention, conflict resolution, anti-bullying strategies, peer mediation, and character education; and works with staff to monitor student grades, make placements, assign academic probation, and contacting parents regarding questions and concerns.</p>	Daily 35%	C/4
<p>Counsels individuals, groups, parents, staff and community regarding concerns about family, friends, school, and grades including determining how to problem solve; collaborates with and provides referrals to community agencies on behalf of students and families; and provides crisis intervention as necessary.</p>	Daily 20%	C/4
<p>As assigned, develops proactive programs to address prevention and behavioral issues; and serves as liaison between school and home for children with needs; performs staff development and parent education and training as necessary.</p>	Weekly 20%	C/4



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As assigned, assists students with transition between elementary and middle school and high school including organizing, collecting, and distributing data; and assists with the screening and selection of staff.	Annually 5%	C/4
Performs other duties of a similar nature and level as assigned.	As Required	

Training and Experience:

Master's Degree in counseling, social work or related field is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- AZ Guidance Counselor Certification (K-12) may be preferred based upon assignment;
- AZ Fingerprint Clearance Card.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Subject matter expertise in area of assignment;
- Behavior management techniques;
- Counseling principles and practices;
- Child development;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Teaching, designing instructional curriculum and materials and providing educational leadership;
- Managing behavioral problems;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Counseling, conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies and other equipment; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work, demonstrating tact, diplomacy and patience.



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ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

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.

Class History Information:

Prepared by Fox Lawson & Associates 02.27.17

Revised by Human Resource Services 03.06.19

