

YKSD JOB DESCRIPTION



JOB TITLE: Counselor (Itinerant)	
SUPERVISOR: Site Administrator	CLASSIFICATION: Certified (MYEA)
DAYS/MONTHS: 190 Days	

GENERAL RESPONSIBILITIES

To provide guidance and counseling services to enhance the academic achievement and social and emotional welfare of students.

DUTIES & EXPECTATIONS

Domain 1: Planning and Preparation

- Demonstrate knowledge of students
- Establish counseling outcomes
- Appraise counseling program and communicate changes

Domain 2: Environment

- Create an environment of respect and rapport with students
- Establish a culture for learning with other school and district personnel

Domain 3: Delivery of Service

- Demonstrate and modify appropriate counseling techniques using ASCA standards
- Engage students in the formulation of current and future plans
- Assess student needs

Domain 4: Professional Responsibilities

- Maintain accurate records
- Communicate with families
- Show professionalism

EQUIPMENT USED

Computer, printer, copy machine, SmartBoard, video-conference, video projector, personal smart devices (iPad, tablet) and other equipment needed to develop and present an appropriate instructional program. Computer software including word processing, e-mail, Internet access software, Google Docs, and software approved and adopted by the district and/or building such as student grade report programs.

INDEPENDENT DECISIONS

Independent decision-making expected, verifying course of action with supervising building principal or district administrator as needed, based on School Board policy, district and/or building rules.

PRIMARY WORKING CONTACTS

Certified and classified staff in the building, administrators, parents, and students.

SUPERVISION RECEIVED AND EXERCISED

The Counselor is supervised by the building principal and district office administrator. The

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Counselor is responsible for the safety and supervision of all students assigned to his/her classroom or other duty assignment.

UNUSUAL WORKING CONDITIONS

Requires being outside in extremely cold temperatures at times. Some evening and weekend work will be required. Attending village/cultural events encouraged. High volume of work and strict adherence to workload may be stressful; frequent deadline and/or pressure situations. Travel in small aircraft required.

EVALUATION

Written evaluation, annually or more frequently, in accordance with district policy, by the building administrator or other appropriate district administrator.

PHYSICAL AND MENTAL DEMANDS

The physical demands of this position require frequent standing, walking, sitting, speaking, hearing and the ability to withstand extended periods of time (between 3-4 hours) without a break. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50lbs and to safely restrain out of control students who present a danger to self or others.

The employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict, and make effective decisions under pressure.

QUALIFICATIONS

Bachelor's degree or higher
Valid Alaska counseling certificate