

SALIDA SCHOOL DISTRICT R-32-J
BOARD OF EDUCATION

Joe Smith, President

Jodi Breckenridge Petit, Vice-President, Matthew Hobbs, Treasurer
Directors: Ben Hill, Karen Lundberg, Mandy Paschall, Jenn Schuchman

Dr. David Blackburn, Superintendent
William Wooddell, Assistant Superintendent

VACANCY NOTICE

(2024-25 school year)

Date: March 14, 2024

Position: **School Counselor** – Crest Academy

Compensation: \$52,000 (Annual salary, plus benefits)

Status: Exempt

Procedure for application:

Send completed application packet to include an application (applications available online at www.salidaschools.com), resume, letter of interest, three current letters of reference, and copies of certifications (official transcripts for consideration of salary placement are required) to:

Sherri Wyatt
Salida School District
627 Oak Street
Salida, CO 81201
swyatt@salidaschools.org

Closing date of application: Until Filled

Beginning date of employment: August 5, 2024

GENERAL RESPONSIBILITIES:

Summary – professional school counselors are certified/licensed educators with a minimum of a master's degree in school counseling and are uniquely qualified to address the developmental needs of all students through a comprehensive school counseling program addressing the academic, career and personal/social development of all students. In order to accomplish this, the counselor participates in the Guidance team as well as consults with teachers, staff, parents, agencies, colleges, and employers to enhance their effectiveness in helping students accomplish outcomes. The counselor is also part of the building leadership team, supporting the principal's role. The counselor is the building principal's designated leader when absent, unless otherwise noted.

General Duties

- Participate in the Guidance team's monthly PLC meeting, including regular communication with the other district counselors and the district Psychologist.
- Assist the Principal in building leadership.
- Communicate within 2 business days to all messages.
- Appropriate note taking in Infinite Campus regarding student contacts.
- Appropriate use of confidentiality.
- Lead the School Threat Assessment Team, including all screens.
- Co-Lead with the Principal all transition programs for students entering programming.
- Development of transcripts.

School Assessment Coordinator

- Communicate regularly and clearly with the District Assessment Coordinator regarding school assessments.
- Schedule (including post and communicate said schedule to staff, students and families) all statewide and district wide assessments.
- Manage with appropriate security all statewide and district wide assessment materials.
- Provide building level training to test proctors.
- Package materials for the school to be sent to the District Assessment Coordinator.
- Communicate technology needs to the District Technology Coordinator regarding needs.

Department of Health and Human Services

- Be the point communicator for child abuse and neglect in the building, facilitating connections with DHS.
- Assist staff in making reports to DHS, including filing the paperwork.
- Manage appropriate levels of confidentiality regarding student needs and circumstances.
- Participate with DHS and other “reactive” agencies upon request.
- Participate, facilitating program access, with FYI and other “preventative” agencies upon request.
- Participate, facilitating program access, with Restorative Justice.

Mental Health

- Be the point communicator for mental health in the building, facilitating connections with SolVista.
- Participate in all district mental health trainings.
- Assist staff in making reports to SolVista, including filing the paperwork.
- Manage appropriate levels of confidentiality regarding student needs and circumstances.

Response to Intervention

- Facilitate instructional teams in identification of RtI students.
- Provide building training regarding RtI.
- Assist staff in filing the necessary paperwork.
- Participate in IEP teams initial evaluations, transitioning from an RtI plan to an IEP.
- Lead communication with families regarding RtI services.
- Work with the Data Manager regarding forms and data analysis.
- Communicate with the Assistant Superintendent or Superintendent regarding the status of the school’s RtI system.
- Communicate with the Principal regarding the status of all RtI students’ progress.
- Annually report to the Principal the overall success of the RtI plans.

Gifted and Talented (Additional stipend provided)

- Be the point communicator for GT in the building.
- Create or update all identified students Advanced Learning Plans in conjunction with parents.
- Participate in all district trainings and parent events.
- Oversee GT screening assessments.
- Develop the body of evidence for any identification.
- Work with the Assistant Superintendent regarding any GT system needs.

504

- Be the point communicator for 504 plans in the building.
- Create or update all identified students 504 plans in conjunction with parents.
- Develop the body of evidence for any identification.
- Work with Nurse in determining any services.
- Work with the Assistant Superintendent regarding any 504 system needs.

Social Emotional Programming or E.Q.

- Be the point communicator for Social/Emotional or E.Q. programming in the building.
- Design, Implement, and Support a Social/Emotional or E.Q. program in the building.
- Annually report to the Principal on the overall success of the E.Q. growth.
- Meet individually and counsel students with identified EQ needs.

Scheduling

- Be the point communicator for scheduling in the building.
- Complete a master schedule for the building with support from the Principal.
- Schedule all students the appropriate courses to ensure he or she is prepared to matriculate.
- Work with the Data Manager in creating/adjusting the master schedule.
- Attend all district trainings regarding Infinite Campus.
- Be independently proficient in the use of Infinite Campus.

Emergency Management and Counseling

- The defacto Principal designee, unless otherwise stated.
- Provide counseling to students after a traumatic event, regardless of building assignment.
- Assist the Principal in crowd control during an emergency.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The Salida School District does not unlawfully discriminate based on race, color, religion, national origin, gender, sexual orientation, age, or disability in hiring for any position. Compliance officer: Assistant Superintendent, 627 Oak St, Salida, Co – 719-530-5469, wwooddell@salidaschools.org. No smoking or tobacco use is allowed on school property or in school vehicles Contract for employment shall be subject to approval by the District Board of Education. The selected applicant must comply with the District's Drug-Free Workplace Policy. Disclaimer - NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.