



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Bullying Prevention and Education Counselor	FLSA Status:	Exempt
Job Family:	Licensed	Pay Range:	T Salary Schedule
Prepared/Revised Date:	January 1, 2018	Job Code:	21150

SUMMARY: Responsible for delivering the Bullying Prevention and Education program to meet the goals of a grant-funded project of the Colorado Department of Education and providing resources and services for students, parents, staff, and community within the framework of the American School Counselor Association (ASCA) Mindsets and Behaviors for Student Success.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1.	Plan, organize, and deliver a comprehensive bullying prevention and education program by: <ol style="list-style-type: none"> Assisting the principal in selection of Bullying Prevention Committee. Coordinating training of staff and students and supporting teachers in curriculum delivery. Coordinating purchase of all curriculum materials and supplies. Organizing events and marketing the bullying prevention messages. Communicating program implementation details to staff and families.
2.	Collaborate closely with: <ol style="list-style-type: none"> Principals, deans, and district leaders to implement project. Where Everyone Belongs (WEB) leaders to deliver program messages. Evaluation coordinator to gather data and complete required reporting.
3.	Coordinate regular meetings of the Bullying Prevention Committee to review progress and program effectiveness and make changes as needed.
4.	Manage the grant budget at school site.
5.	Conduct other counseling duties as requested, including: <ol style="list-style-type: none"> Leading individual and small group counseling. Facilitating problem-solving and conflict resolution. Coordinating with mental health programs and community agencies to meet the needs of students.
6.	Collaborate with administrators, parents/guardians, students, staff, and community partners regarding student needs and concerns and to develop and implement academic and/or behavior plans and interventions.
7.	Demonstrate a commitment to: <ol style="list-style-type: none"> Understand, appreciate, and make accommodations for student diversity. Include and engage families in the student's education. Support all Poudre School District policies, procedures, and expectations. Provide personal and professional excellence.
8.	Participate in: <ol style="list-style-type: none"> Department, team, building, and district meetings and discussions. Student and/or family conferences and other meetings. Social, cultural, interscholastic, and extracurricular activities. Professional growth opportunities.
9.	Attend work and arrive in a timely manner.
10.	Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

2407 LaPorte Avenue, Fort Collins, CO 80521 • (970) 490-3488
www.psdschools.org



- Master’s degree in School Counseling or related field and special service provider licensure program required.
- Experience in prevention programming and program delivery preferred.
- Experience counseling students in a middle school setting preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- Valid Colorado Special Services license with School Counselor or related endorsement required.
- CPR and First Aid certifications encouraged.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	



VISION DEMANDS:	Required
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	