



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Counselor Coordinator K-12**
 Job Family: **Professional**
 Prepared/Revised Date: **September 11, 2023**

FLSA Status: **Exempt**
 Pay Range: **O**
 Job Code: **33577**
 Days: **230**

SUMMARY: Responsible for supporting K-12 Counselors throughout the district in the areas of academic success, career and college readiness, and social/emotional development. Serve as a resource for students, families, staff, and community by delivering services within the framework of the American School Counselor Association (ASCA) Mindsets and Behaviors for Student Success. Work collaboratively with central office departments and building administrators to ensure effective counseling services.

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. Lead and support elementary, middle, and high school counselors in their roles to ensure implementation of a comprehensive school counseling program at the school and district level to include: <ol style="list-style-type: none"> Academic support for all students. Social emotional lessons centered on the ASCA Mindsets and Behaviors for Student Success through teaming with staff to deliver in classrooms. College, career, and community readiness for every student.
2. Plan and support student transition activities including registration and grade level transitions to the next school level.
3. Support counselors in creating a positive school culture and climate that integrates diverse backgrounds, strengths, and needs.
4. Provide counselors with leadership and expertise in problem-solving and conflict resolution.
5. Collaborate with administrators, parents/guardians, staff, and community partners regarding student needs and concerns.
6. Plan and collaborate to provide job-specific professional development for school counselors, including consultation and training regarding implementation of 504 plans and processes.
7. Support Individual Career and Academic Plans (ICAP) by encouraging counselors to provide students with learning and experiential opportunities to acquire behaviors and skills in support of district priority areas and to ensure all students feel supported to select a postsecondary path to becoming a productive, caring member of society (e.g. internship, apprenticeship, military, career technical certificate or two/four-year degree program appropriate for the student).
8. Provide leadership and collaboration for college and career events to include FAFSA (Free Application for Federal Student Aid) and financial literacy.
9. Coordinate the assimilation of new counselors using PSD protocols and procedures in the counseling profession.
10. Facilitate district meetings. Set agendas to ensure level meetings are meaningful and aligned with district ends.
11. Attend professional growth opportunities and keep up to date on ASCA best practices.
12. Collaborate with the district grant team to secure counseling grants and support compliance.
13. Provide guidance to building administrators regarding the counselor evaluation process.
14. Hire, supervise and evaluate 504 Compliance Specialist positions to support 504 coordinators throughout the district in system-wide alignment of 504 processes.



Description of Job Tasks
15. Support counselors and 504 coordinators to collaborate and lead teams through manifestation determinations as needed.
16. Perform other duties as assigned.
17. Attend work and arrive in a timely manner.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in School Counseling or related field required
- Minimum of 5 years of related experience

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado Special Service Provider license with School Counselor of related endorsement required
- Colorado administrator license or enrollment in Colorado administrator license program preferred
- Valid Colorado driver’s license
- CPR and First Aid certifications preferred

KNOWLEDGE, SKILLS & ABILITIES:

- Proficient knowledge in job-related technology such as Enrich and Synergy
- High level of competency in all components of the American Association of School Counseling model
- Understanding of social emotional learning and it’s benefits on the school counseling program
- Strong written and oral communication skills
- English language skills
- Bilingual oral and written communication skills preferred
- Strong interpersonal relations skills
- Strong public speaking and facilitation skills with the ability to guide groups toward consensus in decision making
- Strong conflict resolution skills
- Critical thinking and problem-solving skills
- Knowledge and understanding of grant management, reporting, and budget process
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to effectively communicate with students, parents/guardians, staff, and community members
- Ability to be a part of, and work with, a team
- Ability to build and maintain positive relationships
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities and 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, District policies, administrative guidelines, 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
- Operation 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:	504 Compliance Specialist TOSA	2

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	
Sit			X	
Use hands to finger, handle, or feed		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



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	X
Depth perception	X
Ability to adjust focus	X

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