



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Approved: 04/11/2023

TITLE: Counselor	EMPLOYMENT: 10 Months
CLASSIFICATION: Exempt	CATEGORY: Certified

GENERAL STATEMENT OF RESPONSIBILITIES: Plays a vital role in making appropriate counseling and intervention services available to students to help them be successful and confident in school, and social settings, and directs the administration of local and state, standardized testing of students at KDLO. Serves as a strong character role model for students. Maintains a positive working relationship with students, parents, staff, other public schools, community leaders, tribal organizations and agencies.

Necessary Qualifications:

- B.A. or Master Degree in Education, Counseling or Psychology required.
- Valid Guidance Counselor certification from the Arizona Department of Education.
- A minimum of five years of experience.
- Demonstrated success as School Counselor in the recent five years.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- First Aid and CPR Certification required within 30 days of hire.
- Valid Driver's license required.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities

- Ability to communicate ideas and directive clearly and effectively, both orally and in writing.
- Knowledge of Navajo Culture and language preferred.
- Good verbal and written communication skills; ability to communicate well with staff, parents, children, teachers and the general public
- Thorough knowledge of rules and regulations regarding the administration of standardized test in school.
- Thorough knowledge of various tests required of students. Ability to maintain complete and accurate records.
- Ability to use office machines and computer for word processing, spreadsheet and file maintenance programs.

Duties and Responsibilities:

- Provides individual or small group counseling and intervention services to students; coordinate with outside professional support services.

- Provides counseling in vocational, career, and school to work to prepare the students for High School.
- Provides presentations to students, directs peer impact groups, coordinates chemical dependency student treatment and prevention programs, works with resources, services and programs, and provides other services as needed.
- Provides services to parents to address issues relating to student success which may include workshops, establishment of support groups, family counseling, promoting parent support and involvement and other services as needed.
- Maintains student files and records of counseling and related services; and ensure confidentiality of student records.
- Ensures counseling and related records and procedures are in accordance with statute and regulatory guidelines.
- Makes home visits when necessary and as directed by the Principal.
- Assists in providing staff in-service trainings.
- Ensures special education program services are in place to best meet student needs in counseling.
- Assesses students referred for counseling; identifies and refers students in need of specialized services.
- Oversees, prepares and conducts the administration of Galileo BOY, MOY, EOY, BIE Assessment, DIBELS Next, WIDA and BIE Science Assessment.
- Provide training regarding test administration requirements to test proctors.
- Facilitate data exchange and communication with Department of Din4 Education and Arizona Department of Education.
- Coordinates make up test for students.
- Interprets, analyzes, disaggregates, and communicates test results to teachers to identify strengths and weaknesses in instructional programs.
- Organizes and displays test scores by grade level after each assessment.
- Ensures Exceptional Student Services are in place to best meet student needs during testing.
- Maintains all required licenses and certificate in current status and reports to immediate supervisor in the event any require license or certificate lapses, is suspended or revoked.
- Attends and participates in professional development, committee meeting, in-service training and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned by supervisor.

Supervision Received By: Principal

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board Policies.

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.