



# TO'HAIJILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.

(A non-profit government contractor)

P.O. Box 3468 | To'Hajiilee, NM 87026 | (505) 908-2145 | [www.tohajiileeschool.com](http://www.tohajiileeschool.com)

## VACANCY ANNOUNCEMENT OPEN CONTINUOUS

**POSITION TITLE:** SCHOOL COUNSELOR (ELEMENTARY AND SECONDARY)  
ALL CORE SUBJECTS

**TCSB-2425-010**  
Announcement No.

**SALARY RANGE:** \$56,732 to \$79,450 PER SCHOOL YEAR  
(Based on Education, Experience, and NM License Level)  
Position may be eligible for a recruitment bonus

**OPEN CONTINUOUS**  
Opening Date

**FLSA STATUS:** Exempt

**SCHOOL YEAR CONTRACT**

**OPEN CONTINUOUS**  
Closing Date

### **EQUAL OPPORTUNITY EMPLOYER**

Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin, or other non-merit factors.

### **NAVAJO/INDIAN PREFERENCE POLICY**

In filling vacancies, the school shall give preference to qualified enrolled members of the Navajo Tribe in accordance with the provisions of the Navajo Sovereignty in Education Act of 2005. Verification of Navajo/Indian preference must be submitted with the application if claiming Navajo/Indian Preference.

### **THE EMPLOYMENT IS SUBJECT TO BACKGROUND INVESTIGATION CLEARANCE PROCEDURES.**

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), and Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207) requires a criminal history records check as a condition of employment for positions that involve regular contact with or control over Indian children. This statement is notice that a national criminal record check will be conducted as a condition of employment. A favorable screening and a favorable background investigation is a condition of employment.

### **PERFORMANCE EXPECTATIONS**

In the performance of their respective tasks and duties all employees of To'Hajiilee Community School are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards
- Interact in an honest, trustworthy, and dependable manner with staff, students, parents, employees, community members and vendors.
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license

### **ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES**

- Collaboration with the counseling team, teachers, supervisors, and community support organizations.
- Perform Counseling and Supervision of Students.
- Proactive and Positive Communication with Administration including discussion, questions, and/or clarifications.
  - Participate in Professional Development Training
  - Participate in Parent Involvement Activities
  - Participate in Committees as assigned
- Develop and maintain student folders.
- Follow the Benchmark/Progress monitoring/Assessment Calendar.
- Support the School's Philosophy of student-centered learning and support your fellow colleagues in a positive manner.
- Comply with Staff dress code.
- Use data as a tool to direct counseling groups.



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- Conduct individual and group counseling sessions with students on an as-needed basis.
- Conduct classroom presentations on an as-needed basis.
- Perform classroom observations and provide constructive feedback to teachers and students.
- Communicate relevant academic and therapeutic information to school staff.
- Keep confidential files in the office and locked in a file cabinet when not in use.
- Facilitated peer conflict resolutions between students.
- Intervene at the lowest noticeable level of escalation and restructure student activity to maintain order.
- Provide weekly lesson plans and a Year Long Syllabus and Unit Plans
- When crisis intervention is needed, provide therapeutic support in the classroom.
- When counseling is needed, support staff by interacting with students after they have gone through the proper channels (e.g. obtained a note/pass request from classroom and office staff).
- Be responsible for follow through of school policies.
- Work as a team member.
- Communicate with people in all positions, maintaining good relationships with co-workers.
- Effectively communicate with parent/guardians and community support staff.
- A level of computer literacy sufficient to use software such as word processing, spreadsheets, and data bases to produce correspondence, document, and reports as required by the position.
- Continuously evaluates individual and group progress through the use of relevant evaluative methods and instruments.
- Participates in educational activities, such as professional workshops, that improve personal skills for providing better services to the students.
- Accept and give feedback, positive and constructive, to clients and staff that is specific, non-judgmental, and that focuses on observed behaviors, their effects, and alternatives.
- Schedule and attend weekly student appointments.
- Facilitate and implement student reinforcement programs.
- Attend and provide relevant input in students IEP meetings.
- Works directly with students toward the development of self-advocacy and the ability to make life choices within the transition process.
- Participates in department, staff meetings and contributes through committee assignments.
- Provides for the proper care and use of assigned supplies and materials.
- Knowledge of To'Hajiilee Community School Board of Education Incorporated Staff & Parent/Student Handbook.
- Proper dress, speech, and demeanor when working with parents, staff and/or students.
- On-going developments in the professional field through study, professional conferences and workshops.
- Knowledge of the Individuals with Disabilities Act (IDEA).
- Establishes linkages with tribal, community, state and federal entities that are involved in the provision of services to families.
- Skill and ability to give direction and work cooperatively with others.
- Establish a program that ensures a cooperative, supportive, and participatory environment for all students, staff, and parents.
- Collaborate with resource programs and staff in ensure that students are receiving the best up to date services in regards to academic, therapeutic and behavioral support.
- Select, develop, administer, and interpret various assessment and evaluation instruments in order to interpret information obtained and to modify assistance accordingly.
- Maintain confidentiality of student records and diagnoses, when applicable.
- Exercise initiative and resourcefulness in developing activities and when working with outside resources.
- Provide a relationship that is pro-active and positive.
- Perform other duties as assigned.

## STATEMENT OF DUTIES:

Under the general supervision of the Chief School Administrator, the incumbent of this position provides academic support, behavioral support, and refers therapeutic needs for the students of To'Hajiilee Community School through individual, group, and recreational therapies in a school setting. The students assigned will be from the secondary grades.

## MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:



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- 1 year of comparable experience.
- A Master's Degree in Counseling, Psychology, Social Work, or related field
- A State of New Mexico School Counseling License or must be able to obtain within 6 months.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employment.
- A valid New Mexico Driver's License
- Must successfully pass the Background and Character Investigation in compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101.630
- Bilingual skills in English and the Navajo Language (Navajo Language preferred but not required)

## PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice with or without a hearing aid is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicant must have mental and emotional stability.

## APPLICATION REQUIREMENTS

Applications and all other documents must be received by the closing date of this announcement unless specified as open until filled. Applicant qualifications will be evaluated solely on the information submitted by them in their applications. Failure to provide supporting documentation may result in your application being returned to you, or receipt of a lower or ineligible rating. All applications or resumes must have original signature. Applications become part of official record and will not be duplicated or returned.

## OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- The incumbent is required to drive a motor vehicle to conduct business at field locations.
- A valid State Driver's License is required.
- All applicants must submit an Individual Driver History Report upon hire.
- Housing is **NOT** available.
- Relocation Expenses **WILL NOT** be paid.

**HOW TO APPLY:** Submit the following documents:

1. Employment Application (Download from the website)
2. Background Investigative Questionnaire for a Child Care Position Application (Download from website)
3. Copy of New Mexico (OR Reciprocating State License) Counseling Licensure(s)
4. Current Resume
5. Unofficial College Transcripts (An official transcript will be required upon hire)
6. BIE Form 4432 (if claiming Navajo/Indian preference in employment)
7. Copy of valid Driver's License
8. Copy of Individual Motor Vehicle Driving Report

**ALL OF THE ABOVE MUST BE INCLUDED WITH APPLICATION IN ORDER TO BE CONSIDERED.**