PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION
P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #26-2026

Opening Date: October 19, 2026
Closing Date: Open Until Filled
Position Title: Middle School Academic Counselor - LMS
Salary Range: $ 78,198.00 to $ 88,912.00

DESCRIPTION OF WORK:
Under the general supervision of the Principal, the Middle School Academic Counselor provides comprehensive counseling and academic support services to students in grades 6–8. The Counselor helps students develop academic and personal success skills through proactive guidance, data-informed academic planning, and culturally responsive interventions that reflect the Pueblo of Laguna's values. The Counselor collaborates with teachers, families, and community partners to promote student achievement, positive school culture, social-emotional well-being, readiness for high school and beyond—including completion of Next Step Plans for students advancing from 8th grade. The Counselor's role integrates academic guidance, social-emotional learning, college and career awareness (including tribal career pathways), and crisis response, serving as a key member of the school's Multi-Layered System of Supports (MLSS) and student support team.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:
Master's Degree in School Counseling, Education, Psychology, or related field required. Minimum of three (3) years of experience providing counseling or academic advising to adolescents preferred. Experience working within Indigenous communities or culturally responsive educational settings preferred. Certification in School Counseling, Mental Health Counseling, Marriage and Family Therapy or Social Work required. Tribal or state-recognized School Counselor license or professional counseling certification.

OTHER REQUIREMENTS:
**Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.

APPLICATION INSTRUCTIONS:
Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.
Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
  - LDoE Application – located on the LDoE website
  - Letter of Intent/Cover Letter
  - Resume
  - Copy of degree(s) and/or certificate(s)
  - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna -- Department of Education

Job Description

Job Title: Middle School Academic Counselor
Department: Laguna Middle School
Reports To: Principal
FLSA Status: Exempt – Academic Year

SUMMARY

Under the general supervision of the Principal, the Middle School Academic Counselor provides comprehensive counseling and academic support services to students in grades 6–8. The Counselor helps students develop academic and personal success skills through proactive guidance, data-informed academic planning, and culturally responsive interventions that reflect the Pueblo of Laguna's values. The Counselor collaborates with teachers, families, and community partners to promote student achievement, positive school culture, social-emotional well-being, readiness for high school and beyond—including completion of Next Step Plans for students advancing from 8th grade.
The Counselor's role integrates academic guidance, social-emotional learning, college and career awareness (including tribal career pathways), and crisis response, serving as a key member of the school's Multi-Layered System of Supports (MLSS) and student support team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Academic & Career Development

- Provide academic advising to support students' course selection, goal-setting, and promotion to high school.
- Monitor academic progress, attendance, and behavioral data to identify and support students in need of interventions.
- Facilitate student-led goal conferences and develop academic success plans.
- Coordinate with teachers to implement intervention plans for struggling students.
- Introduce career exploration activities and connect students to post-secondary pathways, including college, technical education, and tribal career opportunities.
- Develop and manage Next Step Plans for outgoing 8th graders, ensuring clear transition to high school, vocational training, or other planning pathways.
- Collaborate with school administration to develop the master schedule and ensure accurate entry and maintenance of data within the NASIS system.
- Utilize NASIS to design and manage individual student schedules that align with academic goals, intervention needs, and course availability.

Social-Emotional & Behavioral Support

- Provide individual and group counseling addressing topics such as peer relationships, stress management, self-regulation, family challenges, and transitions.
- Lead small groups that build resilience, self-esteem, leadership skills, and decision-making.
- Participate in crisis intervention and re-entry meetings following suspensions, trauma-related absences, or major behavioral incidents.

- Collaborate with teachers and administrators to promote positive behavioral supports and apply restorative practices.
- Maintain strict confidentiality and adhere to ethical standards of school counseling.

Family & Community Engagement
- Serve as a liaison among students, families, and school staff to strengthen communication, trust, and engagement.
- Provide parent and family workshops on academic expectations, adolescent development, healthy relationships, digital citizenship, and post-secondary planning.
- Collaborate with tribal agencies, community mental health providers, and social service organizations to coordinate wrap-around supports.
- Support family conferences, student transitions (e.g., grade-level advancement or new school placements), and facilitate family engagement in student success.

School Leadership & Collaboration
- Contribute to school-wide initiatives supporting student well-being, attendance, academic growth, positive culture, and inclusive practices.
- Serve on the MLSS team, attendance and behavior teams to ensure timely supports for at-risk students.
- Facilitate classroom guidance lessons on topics such as bullying prevention, healthy decision-making, digital citizenship, study skills, goal-setting, and career awareness.
- Provide professional development and coaching for teachers and staff on adolescent mental health, trauma-informed practices, engagement strategies, and culturally responsive pedagogy.
- Support student leadership activities, assemblies, service-learning projects, and culturally relevant programs reflecting the Pueblo of Laguna heritage.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Master's Degree in School Counseling, Education, Psychology, or related field required. Minimum of three (3) years of experience providing counseling or academic advising to adolescents preferred. Experience working within Indigenous communities or culturally responsive educational settings preferred.

KNOWLEDGE, SKILLS and ABILITIES REQUIRED

Knowledge
- Deep understanding of adolescent development, learning differences, trauma-informed practices, and culturally responsive education.
- Knowledge of academic planning, graduation pathways, college and career readiness, data-driven interventions.
- Familiarity with student information and progress-monitoring systems (e.g., PowerSchool, NWEA).

- Working knowledge of conflict resolution, mediation, restorative practices, de-escalation techniques, community resources.
- Understanding of family engagement practices, workshop planning, and culturally sensitive outreach.

Skills
- Excellent written, verbal, and interpersonal communication skills including ability to build rapport with students, families, staff and community partners.
- Strong capability with program design, implementation, and evaluation—especially in a school counseling context.
- Effective use of student data and analytics to inform decision-making and measure outcomes.
- Skilled in facilitating group and individual counseling sessions, classroom guidance lessons, workshops, and professional learning sessions.
- Ability to integrate technology (e.g., Google Workspace, data dashboards, virtual meetings) into counseling and program management.

Abilities
- Ability to create a safe, inclusive and engaging learning environment for all students, reflecting equity, cultural humility, and respect for tribal values.
- Ability to develop and monitor Next Step Plans, academic and behavioral interventions, and support student transitions.
- Capacity to collaborate proactively with educators, families, community and tribal partners in a team environment.
- Ability to manage multiple priorities, projects, and confidential matters with professionalism and integrity.
- Ability to respond effectively to crisis situations, maintain confidentiality, de-escalate conflict, and uphold ethical standards.
- Willingness to engage in continuous professional learning, self-reflection, and growth aligned with the school's counseling program and strategic goals.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS

Basic word processing skills (i.e. Microsoft Office Systems) a plus.
Experience in use of multi-media equipment, such as overhead projectors, audio/video equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

Certification in School Counseling, Mental Health Counseling, Marriage and Family Therapy or Social Work required. Tribal or state-recognized School Counselor license or professional counseling certification.
Valid and current New Mexico Driver's License.

ADDITIONAL EXPECTATIONS

- Participate in continuous professional learning and annual program evaluation aligned with the ASCA National Model and the Pueblo of Laguna Department of Education's strategic goals.
- Promote the district's mission of academic excellence, cultural integrity, and community partnership through all interactions and initiatives.

- Uphold the values of the Pueblo of Laguna in all services to students and families, and support the integration of tribal culture, language, and identity in counseling work.

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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus. Occasional travel to meetings, trainings, community or tribal events may be required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office and classroom environment and in close quarters with staff and students. May occasionally travel to other sites that are not wheelchair accessible. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.