

# Counselor – Staff

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#) including 9 additional days, add-on days at the contracted daily rate of pay and/or flexible hours to cover emergency events after hours may be available

FLSA STATUS: EXEMPT

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## Position Summary

The staff counselor will perform all duties in accordance with the national standards set forth by the American School Counselors Association (ASCA). The staff counselor, utilizing leadership, advocacy, and collaboration, will perform districtwide staff counseling duties and tasks that promotes and enhances the mental health and well-being of Clark County School District employees. This person will be expected to adhere to the District's *Professional Domains and Standards for Licensed Employees* and will report directly to the Director, Employee Occupational Health Strategy, Student Services Division (SSD), Academic Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Adheres to national standards set forth by the ASCA.
2. Delivers a system of responsive services, and system support as necessitated by based assessments and supervisor directives.
3. Conducts goal-oriented counseling that is responsive to identified staff and needs and relative to staff's social and emotional well-being in order to better serve students.

4. Collaborates with school personnel to assist staff with developing skills that support the successful completion of their own assigned tasks to ensure academic achievement, high school graduation, and lifelong learning.
  5. Maintains confidentiality and accurate student records using the current student information system platform, as appropriate.
  6. Participates as a member of the District-based crisis team.
  7. Works professionally with administration, staff, parents/guardians, and the community.
  8. Complies with school and District policies and regulations as well as state and federal laws.
  9. Abides by the ASCA Code of Ethics.
  10. Participates in other job-related duties and activities related to the position, as assigned.
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## **Position Expectations**

1. Maintain accurate records by assisting staff with appropriate self-help tools.
  2. Assist all staff including culturally diverse and special populations in meeting individual needs to further support academic achievement and student development.
  3. Assist staff with acquiring skills that maximize their personal and social development.
  4. Facilitate conferences between and among staff members.
  5. Support the school improvement process and assist in the implementation of school improvement goals.
  6. Participate in the annual evaluation and revision of the school counseling program by collecting and analyzing data.
  7. Work closely with administration to maintain an effective staff counseling program.
  8. Attend required job-related meetings, activities, and on-going professional learning, as determined by the needs of the District.
  9. Maintain professional competence.
  10. Use effective and positive verbal and written communication skills.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university.

## **Licenses and Certifications**

1. Must possess or be able to acquire by time of appointment to the position, a counselor's license issued by the Nevada Department of Education (NDE).
2. A valid driver's license or state-issued identification card.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 03/14/23
- Created: 01/05/22