

# Counselor Specialist – High School

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months.](#) An additional 30 days, plus an additional hour per day, including time in the month of July, beyond the contract is expected.

FLSA STATUS: EXEMPT

---

## Position Summary

The person selected for this position will work closely with the Director of Guidance and Counseling to provide resources for and support high school counselors to assist with the implementation of the Comprehensive K-12 Guidance and Counseling Program according to the State of Nevada's School Counseling Program and the national standards set forth by the American School Counselor Association (ASCA). The person selected for this position will act as a liaison among Clark County School District administrators, high school counselors, parents/guardians, and the community.

---

## Essential Duties and Responsibilities

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

1. Assist high school counselors with conducting goal-oriented counseling in response to identified needs relative to student achievement and school success.
2. Assist high school counselors with the implementation of an appropriate school counseling program that aligns with the Nevada Educator Performance Framework (NEPF) School Counseling Professional Responsibilities Standards and Indicators.

3. Provide support for high school counselors to deliver a system of individual student planning, responsive services, and system support within the guidance curriculum.
  4. Assist high school counselors with the implementation of assigned counseling activities from the Annual Guaranteed Level of Service.
  5. Provide high school counselors assistance with the implementation of the Districtwide Counseling Goals.
  6. Assist high school counselors with conducting goal-oriented counseling in response to identified needs relative to student achievement and school success.
  7. Facilitate professional development for new high school counselors.
  8. Act as the Guidance and Counseling Department liaison to the Millennium Scholarship Office and assist with the transfer of Millennium data to the State Treasurer's Office.
  9. Serve as the high school member of the Summer School Program team.
  10. Serve as the Guidance and Counseling Department liaison with the College and Career Readiness Department and the Student Information Systems (SIS) Department.
  11. Assist the Guidance and Counseling Department with counselor professional development opportunities.
  12. Be available for evening parent/guardian presentations regarding high school graduation and college/scholarship information.
  13. Serve as department liaison for the District Guidance and Counseling website.
  14. Perform other duties as related to the position, as required/assigned.
- 

## **Position Expectations**

1. Assist high school counselors with the delivery of a comprehensive school counseling programs.
2. Assist the Director of Guidance and Counseling with providing post-secondary information to the schools through a variety of projects.
3. Assist with daily responsibilities of the Guidance and Counseling Department.
4. Organize professional development workshops for counselors, and act as a liaison among District administrators, high school counselors, parents/guardians, and the community.
5. Possess knowledge of the child development process, theories and knowledge of strategies that foster positive development.
6. Demonstrate knowledge of appropriate grade level post-secondary information.
7. Possess knowledge of community resources and available District instructional and credit retrieval programs.

8. Demonstrates excellent organization and communication skills.
  9. Exhibits willingness to establish a flexible employment schedule to include working in July and some evenings.
  10. Develop new programs and function effectively with district and community personnel.
  11. Utilize computers and technology effectively in the performance of assigned duties and responsibilities related to Infinite Campus, college resources, and in the maintenance of the Guidance and Counseling website.
- 

## **Position Requirements**

### **Education and Training**

1. An earned master's degree from an accredited college or university.
2. A minimum of three (3) years' experience as a secondary school counselor.

### **Licenses and Certifications**

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

### **Preferred Qualifications**

1. Holds a valid secondary teaching license issued by the NDE.
2. Has experience in successfully implementing a comprehensive guidance and counseling program.
3. Demonstrate ability to interact positively with District school personnel, parents/guardians, and students.
4. Exhibits commitment to professional development as evidenced by attendance at conferences, trainings and in-services.
5. Has experience as a high school counselor.

**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: 05/23/23
- Created: 08/25/16