



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 086-20

OPENING DATE: 05/26/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: School Counselor
PAY GRADE: T1, T2, T3
FLSA STATUS: Exempt
POSITION TYPE: Full Time-Contract
FUNDING SOURCE: Grant Funded
DEPARTMENT: Elementary School
REPORTS TO: Principal/EPA
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Plans, organizes, implements and evaluates a comprehensive school counseling program. Assists students to overcome problems that impede learning. Strives to enhance each child's individual and optimum development in intellectual, physical, social and emotional areas.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Serves as a leader in the school and community to promote and support student success.
- Works with students to address personal problems related to home and family relations, health and emotional adjustment.
- Maintains professional relationships and works cooperatively with administration, employees, the community and other professionals.
- Advocates and collaborates with parents, teachers, administrators, community leaders and other stakeholders to promote and support student success.
- Develops and updates the philosophy and mission statements of the school counseling program to align with current school improvement and student success.
- Develops and implements developmentally appropriate school counseling curriculum that addresses all students' needs.
- Facilitates and develops strategies to implement individual student planning, such as appraisal, advisement, goal setting, decision making, social skills, and transition.
- Provides individual and group counseling to students.

- Guides students in their participation in school and community activities.
- Conducts individual counseling sessions with students referred by teacher, principal, parents, or initiated by the student.
- Refers students and parents who may need more extensive services such as long-term counseling/therapy or diagnoses of disorders to appropriate service providers.
- Provides counseling that will lead each student to increased personal growth, self-understanding, and maturity.
- Involves family and appropriate school and community professionals in crisis situations.
- Participates and sits in on parent-teacher conferences and Individual Education Plan (IEP) as required.
- Makes home visits when it would be advantageous to student's progress and well-being.
- Confers with parents whenever necessary.
- Advises administrators and faculty on the matters of student discipline.
- Assists with formal achievement/ability testing. Interprets test data in conjunction with special program placement.
- Makes classroom observations and reports in association with formal evaluation referrals.
- Advocates and collaborates with parents, teachers, administrators, community leaders and other stakeholders to promote and support student success.
- Provides support groups for students on topics including social skills, divorce, grief, etc.
- Counsels with principal regarding program needs including crisis intervention, threats, and acts as a consultant/witness in the questioning of students.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, conferences and professional associations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- A Master's Degree in School Counseling or a Master's Degree in Counseling, plus required school counseling program coursework. Course work must include (1) child and adolescent development and/or human growth & development, (2) a school counseling course and (3) a minimum of a 300 hour school counseling practicum in an elementary school setting.
- Must have a valid New Mexico License in School Counseling.
- NM Counseling Certificate.
- Three years counseling work experience with students in a public school setting. Experience with young students.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of records management procedures.
- Knowledge of the principles, practices and methods of counseling.
- Knowledge of childhood development, diet, and nutrition guidelines.

- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in providing counseling individually or in groups.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to adapt to meet the needs of all children including at-risk, special needs, gifted, and culturally diverse populations.
- Ability to respond to emergency or crisis situations.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to work independently and meet strict time lines.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Employee regularly is required to sit.
- Talk, hear sit, stand, walk; uses hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of 15 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical office or interior environment.
- Frequent interaction with students.
- Noise level is usually low to moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.