

Jordan School District  
**LICENSED JOB DESCRIPTION**

**Job Title: Secondary Guidance Specialist (481)**

Department / Location: District Office

FLSA Classification: Exempt

Supervisor's Title: Administrator of Schools

Contract: 184 Days

Department Approval: C. Brad Jensen

Date: 5/3/2016

ADA Review: Jenele Mastea

Date: 5.5.16

Human Resource Approval: [Signature]

Date: 6 MAY 2016

Superintendent Approval: [Signature]

Date: 5/6/16

Original date: 05/11

Revised: 05/16

Revised: \_\_\_\_\_

Revised: \_\_\_\_\_

### **GENERAL FUNCTION**

Under the direction of an Administrator of schools, the **Secondary Guidance Specialist** serves as a liaison for District secondary counseling personnel and programs. Will facilitate and coordinate counselor in-service and professional development and serve as a liaison for District Concurrent Enrollment and Advanced Placement programs. Will also serve as a resource to schools regarding post high school articulation, accelerated programs for students, high school credit issues, and strategies for at-risk students.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

### **ESSENTIAL FUNCTIONS**

- Will be a resource to secondary school principals and guidance counselors to improve guidance and counseling services to the students, the guidance counselors, and the school.
- Assist in training counselors to use the District Computer Information System.
- Chair the Secondary Gifted/Talented *Counselor* Committee which handles issues related to student acceleration. Serves as a member of the Course Catalog Committee.
- Attend Curriculum staff and specialists meetings, as well as collaborate services and goals with the GT consultant and GT specialists, CTE director, etc.
- Responsible for completing and filing the District-wide annual Concurrent Enrollment report with USOE for funding match. Acts as district Concurrent Enrollment coordinator. Approve, record, track all concurrent class requests from high schools.
- Consult and collaborate effectively with parents/guardians, teachers, administrators and other educational/community resources to assist students with educational and career planning or to assist students with identified concerns and needs.
- Accurately and appropriately gather, maintain, interpret and utilize program and student data. Assist counselors and administrators in interpreting and understanding student data.
- Coordinate AP institutes/workshops for District AP teachers and counselors and provides updated information and materials for principals and teachers.
- Update and make recommendations to the high school principal group for the *Credit Guideline Handbook*.
- Help establish District policies regarding regular coursework credit, transfer credit, make-up credit, acceleration/ enrichment credit and competency credit policies.
- Facilitate the communication of USOE competency assessment information to counselors.
- Providing New Counselor Training sessions and site support.
- Providing in-service and training to assist secondary guidance counselors in all aspects of their responsibilities.
- Develop strategies to assist in daily crisis counseling, i.e. family issues, grief, depression, failure, etc.
- Develop materials to assist counselors with day-to-day crisis intervention.
- Develop guidelines for military recruiters and programs.
- Develop guidelines for college representative visits to all high schools.

- Serve as district liaison for the Jordan Education Foundation on the Teacher Recruitment Scholarship steering committee.
- This position requires punctual and regular daily attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- Attend high school and middle school principal meetings as needed.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires a Master's Degree in School Counseling from an accredited college or university.
- Requires a valid Professional Educator License from the State of Utah within the relevant "License Area of Concentration" and, if applicable, "Endorsement".
- Requires five years of successful school counselor experience or related experience.
- Requires strong oral and written communication skills with students, parents and staff.
- Requires strong computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective counseling strategies.
- Requires the ability to create and engage students in guidance curriculum in small groups to large assemblies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to calmly handle crisis issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires knowledge of State Core Curriculum and Board of Education adopted guidelines.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

#### **Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computer, standard machines used in teacher work room.

#### **Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to sit; stand or walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.**