

Creswell SD 40

1.0 FTE School Counselor-Creswell Middle School for the 2025-26 School Year (714)

JOB POSTING

Job Details

Posting ID

714

Title

1.0 FTE School Counselor-Creswell Middle School for the 2025-26 School Year

Description

Creswell School District is seeking appropriately licensed candidates for a 1.0 FTE School Counselor position to join the outstanding staff at Creswell Middle School for the 2025-26 school year.

Position open until filled. Applicant screening begins February 10th.

WORK YEAR: 190 days

JOB SUMMARY:

Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program (as described by ODE) that addresses academic, career and personal/social development for all students. Counselors consult with students, teachers, parents and community resources to identify developmental needs and design prevention or intervention activities in order to guide students toward academic success and post-secondary transitions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties of this position include the following tasks. Employees in this position perform some or all of the following tasks. Other duties may be assigned at any time.

- Assessment of Student, Family, and School Needs.
- Promotes services to student and their families within the context of multicultural understanding and competence that enhance families' support of students learning experiences.
- Provides services to students in ways that build upon individual strengths and offers students maximum opportunities to participate in the planning and direction of their own learning experience.
- Assists students and their families to gain access to formal and informal community resources.
- Uses resources to facilitate an understanding of factors in the home, local education agency, and community that affect students' educational experiences.
- Consults on such issues as attendance, confidentiality, ethnicity and diversity, mental health, behavior management, discipline, crisis intervention and child abuse and neglect.
- In charge of attendance tracking and truancy letters.
- Forecasting with students.
- Manage the process for developing, reviewing and maintaining student 504 documents and records according to Section 504 of the Rehabilitation Act of 1973.
- Manage the process for developing, reviewing and maintaining student TAG Plans and communicating plans to students, parents and teachers.
- Manage the process for developing, reviewing and maintaining student SST Plans and communicating plans to students, parents and teachers.
- Train staff on students behavior plans and 504 accommodations.
- Attend IEP meetings as necessary.
- Counseling students as needed and making appropriate referrals as necessary.
- Working with Department of Youth Services and coordinating plans with their clients.
- Working with Department of Human Services and cases of abuse and coordinating services.
- Oversees implementation of CMS SEL program.
- Encourages students to set and maintain appropriate standards of school behavior.
- Helps provide behavior and social emotional support to students in need.
- Facilitates grief groups, friendship groups and social skills groups.

- Assists with the development of the master schedule including building the schedule in the school information system.
- Attends meetings and serves on committees as directed.
- Serves as admin designee when principal is off site or unavailable.
- Perform such other tasks (which require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Creswell School District and enhances learning.
- Maintain regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedule.
- Observe laws, district policies and procedures, and professional standards for this position.
- Work effectively and collaboratively with diverse student, parent and community populations.
- Carry out work responsibilities with strong organizational skills, effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff and parents. Support students and staff in the district's career related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Collect, record, store, retrieve, assimilate, organize and utilize information and records electronically and by using traditional methods.
- Develop job skills necessary to meet changes in the position. Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

MINIMUM QUALIFICATIONS:

- Must have a Bachelor's or Master's Degree
- Oregon School Counselors License through TSPC with a School Counselor Endorsement OR Child Development Specialist License.
- Good communication skills with staff, parents and community.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of members of the Oregon Education Association.

PHYSICAL REQUIREMENTS:

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.

- Frequent or prolonged standing, walking and sitting.
- Possibly moderate to high noise level.
- Frequent and prolonged talking/listening in conversations/meetings.
- Requires accurate perceiving of sound, near and far vision, depth perception.
- Requires handling and working with a variety of materials and objects.
- Work may occasionally involve lifting/carrying objects weighing 15-25 pounds.
- Possible exposure to bodily fluids due to student injury or illness.
- Exposure to a variety of chemicals comprising instructional and art supplies and materials.

WORKING CONDITIONS:

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.

- This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision may be required.
- This position involves working in close proximity to groups of students and adults.
- Evening and/or extended work hours may be required.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

Creswell School District is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Creswell School District is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Breanna Manzone, 541-895-6002, bmanzone@creswell.k12.or.us.

<i>Shift Type</i>	Permanent	<i>Salary Range</i>	\$44,808.00 to \$89,858.00
<i>Salary Code</i>	Annual	<i>Job Category</i>	Licensed
<i>External Job Application</i>	OR Teacher Application	<i>Internal Job Application</i>	Internal
<i>Location</i>	Creswell Middle School	<i>Posting Status</i>	Active