



Job Description

Job Title: **Student Engagement Counselor**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **September 2015**

Job Code: **3031**
 FLSA Status: **Ex – P**
 Pay Range: **L 05**
 Work Year: **12 months**

SUMMARY: Responsible for providing case management including needs assessment, planning, advocacy and follow-up in addition to coordination of community resource support, to at-risk students and families. Communicate with school staff, families and community agencies toward establishing and achieving individualized academic, behavior and attendance goals as well as increasing access to needed community resources (i.e. health insurance, food, clothing and housing assistance).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Identify and provide direct case management for students who have or are at risk of disengaging from school without receiving their diploma. Attend meetings with and on-behalf of the student and families at school and in the community. Gather information in regards to students' academic progress, ICAP development and referral to appropriate academic placement.	D	25%
2. Recruitment of disengaged students, through school level referrals and district level data, to return to a school/program or referral to GED programs as appropriate. Provide on-going communication efforts to keep administration and counselors up to date on the status of referral students	D	25%
3. Guides and counsels students in academic achievement, career and personal/social development.	D	10%
4. Build relationships with school, district, and community resources in order to effectively match with the student and/or family needs. Coordinate with community resource supports and offer advocacy and follow up with the student and families.	W	10%
5. Build rapport and maintain regular contact with student/families to ensure student's progress and completion of academic program. Maintain records documenting contact with student/family, community referrals and students' academic progress.	D	10%
6. Gather and analyze information regarding student disengagement data to present to district and school staff, including any needed reporting to Colorado Department of Education.	M	5%
7. Liaison in creating collaborative planning and structures between secondary schools, counseling and the Student Engagement Initiative Department in support of students to graduate within 4-6 years.	M	5%
8. Attend district counseling and in service meetings.	M	5%
9. Perform other duties/projects as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university in counseling, social work, psychology, sociology ore related major required.
- Master's degree preferred.
- Minimum of three (3) years working with adolescents whose behavior or circumstances place them at risk of academic failure in school.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must possess valid Colorado Educator License, endorsed as a school counselor.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Advanced skills in oral and written communication, interpersonal relations, and problem solving.
- Ability to work collaboratively with all district departments and personnel.
- Experience or working knowledge of the juvenile justice system, youth serving agencies and community partnerships.
- Counseling and group facilitation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Bilingual oral and written communication skills highly preferred.
- Knowledge of issues related to youth at risk of school failure.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks.
- Ability to diffuse volatile and stressful situations.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Schools Executive Director-Secondary	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk		x		
Sit			x	
Use hands to finger, handle or feel			x	
Reach with hands and arms		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk			x	
Hear			x	
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Communicate			x	
Copy		x		
Coordinate		x		
Instruct		x		
Compute		x		
Synthesize	x			
Evaluate			x	
Interpersonal Skills			x	
Compile		xx		
Negotiate	x			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	