

Job Title: Counseling & Responsive Services Coordinator
Department: Career and Technical Education
Reports To: CTE Director
FLSA Status: Exempt
Salary Schedule: AA lane 01



SUMMARY

Organizes, administers, facilitates, and coordinates programs that directly relate to school counseling services for the students of Washington County School District. Participates in the Comprehensive School Counseling & Guidance Program, Career and Technical Education (CTE) Pathways Program, and facilitates partnerships with local higher education institutions to expand opportunities for students in Washington County. As a member of the WCSD MTSS (Multi-Tiered System of Support) Team, contributes expertise to ensure effective support for at-risk students and increased access to early interventions. Responsible for organizing and facilitating WCSD Counseling Advisory Committee and Counseling Training meetings for elementary and secondary level programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Attends meetings at the Utah State Board of Education (USBE) and follows up on assignments from USBE.

Serves on the USBE LEA School Counseling Leadership Advisory Committee.

Implements standards and guidelines required by the USBE, provides coaching and support to counselors and assists school administration with Comprehensive School Counseling Program understanding and evaluations.

Provides support for USBE in performing Formal Comprehensive Guidance Review.

Conducts interim reviews of school counseling programs in all Elementary & Secondary Schools as required by the Comprehensive School Counseling Program.

Assures that each school completes an annual self-evaluation and data project, and reports these findings to stakeholders as well as submits these reports to the USBE each year.

Helps identify, implement, assesses, and ensures high-quality, professional learning collaboration for counselors.

Coordinates practicum and internship placements for school counseling licensure candidates.

Assists in writing and submitting reports associated with the Comprehensive School Counseling Program and annual funding process.

Collaborates with higher education, along with completion of articulation agreements. Manages the Concurrent Enrollment partnership with Utah Tech University, working to streamline processes, communicate effectively with stakeholders, and expand concurrent enrollment opportunities.

Organizes and facilitates monthly Counseling/Advisory meetings regarding current issues in counseling, professional development, graduation, and policy adjustments.

Provides regular training for School Counseling Interns, Practicum students, and EYE Counselors, including professional development, Q&A sessions, and guidance on norms and expectations to support their growth and effectiveness within the school counseling program.

Mentors School Counseling Interns and Practicum students, providing guidance and support in their professional development. Supports Early Years Enhancement (EYE) Counselors, collaborates with administration to assess performance and provide effective feedback aligned with the school counseling program.

Identifies appropriate counseling resources within the community.

Leads district-wide implementation of the SafeUT program, collaborating with staff to ensure effective use and support.

Provides support to the WCSD Crisis Intervention Team.

Provides support of counselors in the Educator Effectiveness program.

Plays an active role in the Early College Committee, contributing to the development of policies and procedures that support student success in dual enrollment and early college programs.

Works closely with the PowerSchool team to optimize course availability, generate essential reports, manage grade storage, and oversee transcripts accuracy.

Collaborating with the district's Work-Based Learning Coordinator to maximize student opportunities.

Acts as SHARP Survey District Representative. Administers survey every two (2) years and provides data analysis for schools.

Acts as a support for best-practice standards for counselors district wide.

Works collaboratively with WCSD, private community partners, and pre-approved vendors to oversee, maintain, and increase capacity for responsive services at all grade levels.

Works collaboratively with school administrators, counselors, and stakeholders to coordinate responsive services for all students to offer support, refer to services, follow up and monitor the program.

Analyzes student enrollment and outcome data to identify trends, needs, and areas for program enhancement. Uses data-driven insights to develop, implement, and evaluate programs that support student success and align with district strategic goals. Regularly reports on program effectiveness and makes recommendations for adjustments based on data analysis.

Collaborates with WCSD leadership to identify and pursue grant opportunities that support students. Plays a key role in the grant lifecycle, including writing, reviewing, and submitting proposals, as well as managing grant awards and ensuring compliance. Works with the teams to develop evaluation strategies and reports to maintain grant funding annually.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Displays a detailed knowledge and understanding of PowerSchool and how to access required reports. Displays knowledge and experience in Utah State CCGP and professional development training.

Must have successfully completed and participated in at least one or more formal reviews through the USBE School Counseling program.

Knowledge of and ability to effectively use basic technology including: email, word processing, database and spreadsheet programs to compile a variety of reports. Must understand and apply district, state, and federal rules and regulations.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Demonstrates appropriate organizational, communication, and people skills. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's Degree and a minimum of five (5) years industry and/or school-based experience related to guidance counseling.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold an active UT School Counselor, School Psychologist, or School Social Worker License or an equivalent license issued by the Utah Department of Occupational and Professional Licensing.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *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.*

While performing the duties of this job, the employee is regularly required to use fingers and hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly 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, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *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.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

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| Prepared By: Career and Technical Education Director | | | Date: 07/19/2012 |
| Approved By: Executive Director, Human Resources | | | Date: 07/22/2013 |
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| <input type="checkbox"/> Review | <input checked="" type="checkbox"/> Revised | By: HR Position Management Specialist | Date: 10/04/2016 |
| <input type="checkbox"/> Review | <input checked="" type="checkbox"/> Revised | By: Executive Director, Secondary Education | Date: 08/15/2022 |
| <input type="checkbox"/> Review | <input checked="" type="checkbox"/> Revised | By: Assistant Superintendent, Secondary Ed | Date: 02/24/2025 |
| <input type="checkbox"/> Review | <input type="checkbox"/> Revised | By: | Date: |

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

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| Print Name: | Date: |
| Employee Signature: | |