

Job Title: Counseling & Responsive Services Coordinator
Department: Career and Technical Education
Reports To: CTE Director
FLSA Status: Exempt
Salary Schedule: AA lane 02



SUMMARY

Organizes, administers, facilitates and coordinates programs that directly relate to guidance and counseling services for the students of Washington County School District. Participates in the Comprehensive Counseling & Guidance Program (CCGP), Career and Technical Education (CTE) Pathways Program, and Stakeholder Outreach Programs. Supervises and coordinates K-7 Responsive Services through a Multi-Tiered System of Support (MTSS); primarily focusing on supervision of Tier 2 and Tier 3 interventions for students in need. Coordinates a Responsive Services Team (Student and Support Services, Counseling, and SEL) to provide support, training, and resources for schools to increase their capacity to identify at-risk students and increase 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 Metro Advisory Committee.

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

Provides support for USBE in performing Formal Comprehensive Guidance Review.

Conducts interim reviews of school counseling programs.

Assures that each school completes a self-evaluation, a required data project, and submits these reports to the USBE each year.

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

Assists in writing and submitting reports associated with the CCGP annual grant process.

Performs duties in connection with the Southwest CTE Region.

Attends monthly meetings with local agencies and reports on activities and efforts to increase awareness and participation in career pathways.

Assures all schools have functioning Career Pathway activities.

Oversees CTE Pathway activities.

Attends monthly Work-Based Learning Counselor Meetings.

Collaborates with higher education, along with completion of articulation agreements.

Participates in Stakeholder Outreach Programs which include, but are not limited to, the following:

- Higher Education partners
- Southwest Behavior Health Center
- Mental Health and Prevention
- Washington County Prevention Coalition
- Hope Task Force
- Mental Health Alliance
- Suicide/Bullying prevention
- Other outreach programs as needed

Organizes and facilitates monthly meetings regarding current issues in counseling and professional development.

Identifies appropriate counseling resources within the community.

Supervises PLC groups at all levels.

Organizes and facilitates counselor training meetings.

Provides support to the WCSD Crisis Intervention Team.

Provides support of counselors in the Educator Effectiveness program.

Supports efforts in building industry advisory boards and student internships through the State Department of Workforce Services.

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

Supports best-practice standards for counselors district wide.

Supervises and conducts evaluations of Tier 3 Program

Works collaboratively with WCSD, private community partners, and pre-approved vendors to oversee, maintain, and increase capacity for responsive services k-7.

Works collaboratively with school administrators, counselors, and stakeholders to coordinate responsive services for K-7 students to offer support, refer to services, follow up and monitor the program.

Coordinates responsive services with classroom teachers, behavior support technicians, school counselors, and special education professionals.

Collaborates and communicates with school and District leaders in areas of behavior and mental health support to promote family engagement and assist in educating parents about best practices

in behavior and mental health as it relates to supporting parents in their efforts to support their student(s), build relationships with their student(s), and connect them with needed resources.

Seeks out opportunities for financial support through grants to support responsive services

SUPERVISORY RESPONSIBILITIES

Supervises assigned Licensed Clinical Social Workers

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 CCGP 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 variables 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 School Counselor, School Psychologist, or School Social Worker License issued by the Utah State Board of Education or an equivalent license issued by the Utah Department of Occupational and Professional Licensing.

Must hold a School Leadership License issued by USBE.

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.

Prepared By: Career and Technical Education Director		Date: 07/19/2012
Approved By: Executive Director, Human Resources		Date: 07/22/2013
<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 type="checkbox"/> Revised	By: Date:
<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.

Print Name:	Date:
Employee Signature:	