Kalispell School District #5
Guidance Counselor, High School (1179)

JOB POSTING

Job Details

Title: Guidance Counselor, High School
Posting ID: 1179
Description

FTE 1.0

Salary: Commensurate with Salary Schedule. Currently, the salary schedule for the 2019-2020 school year is under review prior to posting. For your reference, follow the link for the 2017-2019 KEA Salary Schedule

Exempt, benefits-eligible, 187 days + 8 holidays + 4 personal days.

Screening begins immediately

Job Responsibilities:

• Meet the diverse needs of students in the school by providing individual and group counseling.
• Maintain effective professional relationships with staff, students, and parents.
• Participate in school and district professional development activities.
• Attend building and district meetings as required.
• Support IEP and 504 plans by collaborating with Special Education case managers.
• Network with appropriate community agencies.
• Manage student records.
• Collaborate with administration on student registration and master schedule.
• Administer achievement tests.
• Uphold the professional ethics of the Counselors Association and abide by the privileged communication law (Montana Revised Codes: law No. 94-701-4).
• Perform other duties as assigned by the building administration or department head.

Knowledge, Skills and Abilities:

• Ability to maintain effective professional relationships with staff, students, and parents.
• Skill in standard based instruction and assessment.
• Ability to maintain student confidentiality.
• Ability to maintain regular and acceptable attendance levels.
• Skill in the use of technology to enhance instruction and communication.
• Ability to work effectively with people from a variety of culturally diverse backgrounds.
• Ability to follow directions.
• Skill, dedication, and aptitude for working with students.
• Demonstrated communication and interpersonal skills.
• Ability to work as a contributing member of effective teaching teams.

Minimum Qualifications:

• MEA or Master’s degree in Education.
• State of Montana Educator license with appropriate endorsement(s) in counseling.

Preferred Qualifications:

• Recent successful experience in school counseling, preferably at a high school setting.
• Recent experience working with newest releases of technology, software and equipment.

Physical Demands:

• Ability to stand on feet for extended periods of time, stoop, bend, lift and carry items up to 40 pounds.
Applications Accepted

Start Date 12/04/2019