

Kalispell School District #5

Guidance Counselor, High School (1179)

JOB POSTING

Job Details

<i>Title</i>	Guidance Counselor, High School
<i>Posting ID</i>	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.

Shift Type

Full-Time

Salary Range

Per Year

Location

Glacier High School

Applications Accepted

Start Date

12/04/2019