

**JOB OPENING ANNOUNCEMENT
NORTHWEST EDUCATIONAL SERVICE DISTRICT 189**

POSITION TITLE Counselor (.8 Position)	SUPERVISOR Site Administrator
DEPARTMENT Special Programs and Services	WORK STATION Snohomish Discovery Program Shoreline, WA
SALARY RANGE Certificated Salary Schedule IV.	CONDITIONS OF WORK 145 contract days/yr., plus 10 supplemental days

SUMMARY: Provides individual and group counseling, community liaison consultation, and family counseling/ consultation in order to enhance the social/emotional development and educational adjustment of students attending the Discovery programs.

ESSENTIAL FUNCTIONS:

- Conducts a functional assessment of students' baseline social/emotional functioning by collecting and integrating information from the following sources: review of records, student interview, teacher interview, parent interview, behavioral observations, and administration of appropriate assessment instruments, including behavior checklists and self-report scales.
- Develops goals and objectives to be included in students' individualized educational programs (I.E.P.'s) which address problematic aspects of students' social/emotional functioning.
- Provides individual and/or group counseling to students on a regularly scheduled basis pursuant to IEP goals and objectives.
- Provides emergency counseling for students in crisis as needed.
- Assists staff in the management and resolution of student crises.
- Collects data on student progress at regular intervals.
- Redefines and modifies counseling goals, objectives, and therapeutic intervention strategies as needed.
- Provides consultation for program staff relative to appropriate programming/intervention strategies.
- Assists teachers in implementing group process procedures within the classroom.
- Serves as the primary liaison between the program and social service agencies.
- Provides consultation to receiving building staff as needed in order to facilitate the successful transition of students to lesser restrictive placements.
- Provides family consultation/counseling services as needed to the parents and families of Discovery students.
- Assists students' parents in accessing appropriate community resources as needed.
- Completes all required reports and records in an accurate and timely manner.

Supervisory: This position has no direct supervisory responsibilities.

OTHER JOB FUNCTIONS:

- Performs related duties as assigned.*

QUALIFICATIONS:

Bachelor's Degree in school counseling plus two years of experience working with emotionally disturbed youth in an educational environment. An equivalent combination of education and experience may be substituted which provides the skills, knowledge and abilities to perform the essential functions of the position.

WSP/FBI criminal history background clearance required.

Requires knowledge of:

- The field of assignment sufficient to perform completely and accurately the full scope of responsibility as illustrated by example in this position description.
- Program goals and objectives.
- Effective techniques used in the assessment of students with social/emotional development and educational difficulties.
- Individual, group, and crisis counseling/consultation practices and procedures.
- Service agencies, both public and private, that may have a direct and/or indirect impact on individual students' needs.
- Strong organizational and record keeping skills.
- Proper grammar, spelling, proofreading, and punctuation skills.
- Effective leadership and decision making techniques.

*Related duties as required are duties that may not be specifically listed in the Position Description but are within the general occupational series and responsibility level typically associated with the employee's classification of work.

Requires the ability to:

- Assess students with social and emotional difficulties and assist the teacher in providing the most appropriate IEP for each student.
- Work with students in a manner that provides mutual respect yet allows for effective intervention.
- Prepare accurate, clear, and concise records and reports.
- Answer substantive questions relating to program goals, policies, and procedures.
- Communicate effectively in both oral and written format.
- Work independently using effective time management and organizational skills.
- Maintain confidentiality of student and agency records.
- React spontaneously to situations in which crisis intervention is necessary.
- Establish and maintain effective working relationships with co-workers, school district staff, public and private agencies, family members, and the general public.

Licenses and/or Certifications:

Washington State educational certificate with school counselor endorsement required.
Valid First-Aid/CPR certificate required.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed in an educational environment for special needs students in which continual observation and awareness of the surroundings is critical. Must have sufficient stamina, fitness, and coordination to safely participate in physical containment procedures and recreational activities. Lifts and carries a maximum of 40 pounds. Transporting students may be required. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

Hazards: Due to the nature of the population of the school, hazards include but are not limited to exposure to weapons, threats, verbal abuse, spitting, fighting, kicking, hitting, punching, biting, scratching, hair pulling, throwing of objects and other forms of physical aggression.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer. It is the policy of the Northwest Educational Service District No. 189 to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status or physical or mental disability.

APPLICATION PROCEDURE:

Applications will be accepted **until filled**.

A complete application file must include the following:

1. A completed Northwest ESD 189 **Certificated** application form.
2. Letter of interest reviewing qualifications and experience related to the duties and responsibilities.
3. Current resume
4. Confidential placement file or signed letters of recommendation (3 preferred), and transcripts.
5. Copy of valid Washington State Educational Certificate with special education endorsement.
6. Fingerprinting fee of \$51.25 to be paid by employee at time of hiring.

<i>Application materials and questions about the application process are directed to:</i>	<i>Specific questions about the position are directed to:</i>
<i>Kristine Juhl, Personnel Assistant Northwest ESD 189 1601 "R" Avenue Anacortes, WA 98221 360-299-4057</i>	<i>Sheila Woods, Assistant Director Special Programs & Services 360-299-4018 Peter Roth, Site Administrator Snohomish Discovery Program 206-550-2004</i>