

MORGAN COUNTY SCHOOL DISTRICT RE-3

POSITION DESCRIPTION

POSITION TITLE: School Health Professional - Counselor

REPORTS TO: High School Principal

FLSA STATUS: Exempt

WORK DAYS: 185 Days

POSITION SUMMARY: Assists in addressing, reducing and eliminating barriers to the academic success of selected students that have been identified by the FMHS Administration and Counseling Office as students who are struggling with substance abuse.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Assist in identifying students who are struggling with substance abuse and in need of services.
- Work directly with identified students to develop a productive relationship and to execute case management activities.
- Work directly with teachers and/or counselors of identified students to determine the effectiveness of the case management activities, and to develop further action plans.
 - a. Activities implemented by the School Health Professional will complement existing counseling services which also involve support for ICAP development and career counseling.
 - b. The School Health Professional will also be tasked with monitoring ICAP development for participating students.
- Work directly with parents of identified students in a collaborative effort to support the student's future goal of graduation and preparation for a successful postsecondary or workforce experience, such as career planning and transition support from middle school into high school.
- Coordinate parent meetings and presentations to provide parents with information, education, and resources around the physical effects of drug use on the adolescent brain, tools to have conversation with teens, and community resources available to address substance abuse issues.
- Coordinate training for high school and middle school staff regarding substance abuse and effective means of addressing substance abuse.
- Maintain required records, forms and files that are required and send electronic copies to the FMHS principal.
- Work closely with district, high school and middle school administrators.
- Meet with the FMHS principal and/or designee weekly to review, reflect, and/or revise services provided.
- Develop a parent and student survey to help provide data in determining the effectiveness of the program.
- Assist in managing FMHS health data entry.
- Be aware of and utilize available school, community and other resources.
- Be prepared for active participation on any District Crisis Intervention Team, as needed.
- Maintain professional competence and growth through active participation in District provided and self-selected staff development opportunities.
- Perform such other tasks and responsibilities as may be assigned by the building principal or Superintendent of Schools.

- Collaboratively engage with others in Professional Learning Community activities such as problem solving, systemic planning, and the implementation of specialized programming (including the NOT Program or the More Than Sad Program).
- Assist students in becoming aware of personal strengths and limitation as related to their life goals, personal potential and self-satisfaction.
- Assist in the development and implementation of any student academic and character recognition programs.
- Confer as appropriate with students, families and staff in the best interest of a student's individual health, safety, education, and character development.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work with school staff, families and youth.
- Interest in the education of youth in a public school setting.
- Flexible to change.
- Proficiency in typing, computer operation, and modern office practices.
- Demonstrate pleasant, patient, outgoing, collegial interpersonal relationship skills.
- Demonstrate initiative, organizational, and time management skills.

EDUCATION AND EXPERIENCE:

- Four Year College Degree required (emphasis in counseling/social work/education).
- Demonstrate effective English communication in both oral and written form.
- Bilingual (English/Spanish or English/Somali) preferred.
- Reliable transportation and willingness to work a flexible schedule if needed. Occasional evening and weekend work required.

WORKING ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work primarily in an indoor public school setting in various size spaces with varied numbers of diverse adult, student, patron, and citizen populations. Must have the ability to maintain sufficient hand/eye coordination and manual dexterity in order to utilize keyboard; sufficient visual acuity to recognize words, letters, and numbers. Must be able to twist, bend, kneel and stoop on a frequent basis. Must be able to pick up and lift medium weight objects up to 30 pounds with the ability to occasionally lift up to 50 pounds with assistance.

TERMS OF EMPLOYMENT:

The number of work hours and salary are established by the Board of Education. The employee shall receive benefits, vacation leave, retirement, which apply to certified personnel as established by the Board of Education policy and the Fort Morgan Education Association.

This job description indicates the general nature and level of work expected in a public education setting. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities.

This job description for administrative assistant is effective upon receipt. Personnel policies adopted by the Board of Education, and deemed appropriate for the position, shall be in effect. Salary amounts shall be set according to the adopted salary schedule. This job description may be revised at any time in response to district needs.

Date of this description: October 2017

EMPLOYER: MORGAN COUNTY SCHOOL DISTRICT RE-3

By my signature below, I affirm that: the duties and requirements listed on this job description have been explained to me; I have been able to ask questions to clarify matters; and I understand and accept them. In accepting this position, I certify that I am able to perform these duties, and that I will inform my supervisor immediately of any change in this regard. I can accommodate the physical demands of the position with or without reasonable accommodation.

Printed Name: _____ Date: _____

Signature: _____ Date: _____