

K-8 Social Emotional Counselor position open for Seligman Elementary School.


Experience: Minimum of five (5) years' experience in counseling working with children and families.

Education: Master's degree in counseling from an accredited program. Appropriate Arizona licensure.

Interpersonal Skills: Ability to work with students, teachers, administrators and parents with diverse backgrounds. Ability to express self clearly and concisely both verbally and in writing while demonstrating effective listening and communication skills.

Seligman Elementary School has an average school enrollment of 80 students.

If interested in this position please contact James Phillips, Superintendent at [jphillips@seligman.k12.az.us](mailto:jphillips@seligman.k12.az.us) or call 928-216-4123.

	<b>Job Code:</b>	
	<b>Position:</b>	K-8 School Counselor
	<b>Salary:</b>	
	<b>Reports To:</b>	Supervisor
	<b>Department:</b>	
	<b>Location:</b>	
	<b>FLSA:</b>	Exempt
	<b>Board Approval Date:</b>	
	<b>Posting Date:</b>	
	<b>Closing Date:</b>	Until Filled

**Summary:**

The School Counselor will be responsible for providing services related to the delivery of mental health care to assigned clients at the designated school location and will provide consultation services to the school staff to support the overall mental health goals of the school.

**Minimum Requirements:**

**Knowledge** (position requirements at entry)

- ✓ Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.
- ✓ Must possess a strong knowledge of the common diagnoses and treatments for school-aged children and possess the skills necessary to facilitate positive change in a school
- ✓ Knowledge of FERPA, HIPPA and special education
- ✓ Knowledge of brief therapy theories and interventions based off the strengths perspective
- ✓ Ability to follow written and oral directions and complete assignments given.
- ✓ Ability to establish and maintain effective working relationships with students, peers, parents and staff members.
- ✓ Is self-directed, and works without direct supervision.

**Skills** (position requirements at entry)

- ✓ Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- ✓ Must be able to restrain students when required.

**Training and Experience** (position requirements at entry)

- ✓ Required - A Master's degree from an accredited University or College in the field of Psychology, Social Work, Counseling Education or Human Services field.
- ✓ Preferred - Licensed in the State of Arizona to provide mental health services (LPC, LSW, LCSW, etc.), preferred
- ✓ Possess AZ Finger Print Clearance Card

**Essential Functions:**

- ✓ Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- ✓ Provides direct mental health services, individual/group counseling services, and crisis intervention to assigned students
- ✓ Maintains regular contact with the parent/guardian of each student (if appropriate)
- ✓ Furnishes required reports to CPS, legal system and other involved agencies, as necessary
- ✓ Participate on the District Crisis Team
- ✓ Classroom presentations
- ✓ Attends regularly scheduled staff meetings
- ✓ Provides consultation for school staff regarding mental health issues of clients (as appropriate)
- ✓ Conducts group counseling as necessary
- ✓ Participates in the collection of mental health information and student outcomes data to be used for monitoring the overall performance and effectiveness of services provided.
- ✓ Provides complete and timely documentation to support services rendered
- ✓ Maintains the 70% direct service requirement
- ✓ Other duties as assigned
- ✓ Attends workshops as directed.
- ✓ Other duties as assigned.

**Marginal Functions:**

- Additional duties as assigned.
- Ensures area is clean and restores to original set-up.

**Physical Requirements:**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision and depth perception.
- While performing the duties of this job, the employee may frequently lift and/or move up to 50 pounds of materials, etc.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The noise level in the work environment is usually moderate.