



Job Description

JOB TITLE: School Counselor (1-year position with potential for re-hire)

Reports To: Rivendell Principal

Prepared by: Rivendell School

To apply for this position, please submit the Rivendell Application, your resume, letter of interest, and references to holly@rivendell-school.org. **The position will be closed by: May 28th.**

Summary:

The school counselor will design and implement a comprehensive and developmentally appropriate school counseling program that meets the needs of every student at Rivendell. Direct and indirect student services will be delivered through classroom guidance lessons, small groups, and individual solution-focused meetings with students. The counselor will collaborate and consult with Rivendell's teaching teams and the principal to address individual student needs. The counselor will be able to refer students to community agencies if students would benefit from more intensive supports. The position requires utilizing data-driven and research-based practices to demonstrate the effectiveness of the school counseling program and delivery. The school counselor will have the opportunity to make a difference in the lives of children by providing them with a safe and nurturing environment that encourages growth in their social, emotional, physical, and intellectual development. The school counselor will work collaboratively with a talented team of diverse teachers to maintain positive relationships with parents, children, and coworkers.

Work Period: August 9, 2021 – May 27, 2022

Wednesday 7:00-8:00 staff meetings

Daily Hours: 8:00-3:30 Tuesday, Thursday, Friday (3 days a week)

Pay: Negotiable based on experience and education.

Required Qualifications:

Colorado Teaching License (preferred)
Colorado School Counseling License

Education and/or Experience:

- Bachelor's Degree in Education
- Master's degree in Guidance School Counseling



ESSENTIAL DUTIES AND RESPONSIBILITIES:

Instructional Practice:

- The school counselor helps every student overcome problems that impede learning and assists students in improving their academic achievement, navigate personal and social development and plan for successful careers in the future.
- The counselor is responsible for providing an appropriate guidance program that will produce student knowledge, skills, and attitudes in the educational, career, and personal domains.
- The counselor orients students to their school environment and to the systems and people with whom they have contact.
- Assesses student knowledge, skills, and attitudes to determine the areas in which the student needs assistance.
- Provide appropriate group and/or individual counseling as necessary for students to achieve program goals and demonstrate competencies.
- Perform other duties as may be assigned.

Organization and Classroom Management:

- Create clear and consistent classroom expectations that support students in working independently and with other students.
- Provide a safe and secure environment for children to feel comfortable.
- Implement positive discipline when required.
- Clearly and effectively communicate in a manner that children understand
- Integrate special needs children in a positive and respectful way.
- Ensure children are supervised at all times.
- Provide various experiences and activities for children, including songs, games, and storytelling.
- Clearly and effectively communicate in a manner that children understand.
- Observe children and make note of progress to be communicated to the parent.

Knowledge and Skills:

The School Counselor must have proficient knowledge in the following areas

- Early childhood developmental counseling theories and practices.
- Love and Logic.
- Safe and appropriate activities for children.
- Individualized learning.



- Policies and procedures to ensure that children are supervised and safe at all times.

Required Skills:

- team-building skills
- supervisory skills
- analytical and problem-solving skills
- decision-making skills
- effective verbal and listening communications skills
- stress management skills
- time management skills
- teaching skills

Expectations for Communication:

- Maintain communications with parents and staff through direct conversation, emails, weekly newsletters, and calendars.
- Discuss children's development with teachers and parents within the legal and ethical guidelines of confidentiality and parental rights.
- Discuss problems and needs with the Principal.

Administrative Expectations:

- Maintain records of student academic progress in all areas.
- Maintain confidentiality regarding academic and behavioral reports for children.

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Analytical - Designs workflows and procedures.
- Design - Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems promptly; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- Project Management - Communicates changes and progress; completes projects on time and budget.
- Technical Skills - Pursues training and development opportunities; Strives to build knowledge and skills continuously.



Interpersonal

- Maintains confidentiality
- Listens to others without interrupting
- Keeps emotions under control
- Remains open to others' ideas and tries new things
- Demonstrates group presentation skills and participates in meetings.
- Balances team and individual responsibilities.
- Exhibits objectivity and openness to others' views.
- Gives and welcomes feedback.
- Contributes to building a positive team spirit.
- Supports everyone's efforts to succeed.

Leadership

- Accepts feedback from others.
- When managing people improves processes, products, and services.
- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Organization

- Cost Consciousness - Develops and implements cost-saving measures; contributes to profits and revenue; conserves organizational resources.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; Works with integrity and ethics; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Self-management

- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in the decision-making process; makes timely decisions.
- Motivation - Demonstrates persistence and overcomes obstacles.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.



- Quantity - Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.
- Safety And Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; manages competing demands.
- Attendance/Punctuality - Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; seeks increased responsibilities; asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work.

Reasoning Ability

Ability to solve practical problems and deal with various concrete variables in situations where only limited standardization exists.

Computer Skills

To perform this job successfully, an individual should know email, file sharing, file storage, instructional technology for students, google drive (docs, presentations, spreadsheets, etc.), and any other technology as requested by Rivendell Administration.

Physical Demands

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to talk or hear. The employee must occasionally lift and move up to 25 pounds.

Work Environment:

The work environment characteristics described here represent those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving objects.



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