



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 086-20**

**OPENING DATE: 05/26/2020**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** School Counselor  
**PAY GRADE:** T1, T2, T3  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time-Contract  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Elementary School  
**REPORTS TO:** Principal/EPA  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Plans, organizes, implements and evaluates a comprehensive school counseling program. Assists students to overcome problems that impede learning. Strives to enhance each child's individual and optimum development in intellectual, physical, social and emotional areas.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **JOB DUTIES:**

- Serves as a leader in the school and community to promote and support student success.
- Works with students to address personal problems related to home and family relations, health and emotional adjustment.
- Maintains professional relationships and works cooperatively with administration, employees, the community and other professionals.
- Advocates and collaborates with parents, teachers, administrators, community leaders and other stakeholders to promote and support student success.
- Develops and updates the philosophy and mission statements of the school counseling program to align with current school improvement and student success.
- Develops and implements developmentally appropriate school counseling curriculum that addresses all students' needs.
- Facilitates and develops strategies to implement individual student planning, such as appraisal, advisement, goal setting, decision making, social skills, and transition.
- Provides individual and group counseling to students.

- Guides students in their participation in school and community activities.
- Conducts individual counseling sessions with students referred by teacher, principal, parents, or initiated by the student.
- Refers students and parents who may need more extensive services such as long-term counseling/therapy or diagnoses of disorders to appropriate service providers.
- Provides counseling that will lead each student to increased personal growth, self-understanding, and maturity.
- Involves family and appropriate school and community professionals in crisis situations.
- Participates and sits in on parent-teacher conferences and Individual Education Plan (IEP) as required.
- Makes home visits when it would be advantageous to student's progress and well-being.
- Confers with parents whenever necessary.
- Advises administrators and faculty on the matters of student discipline.
- Assists with formal achievement/ability testing. Interprets test data in conjunction with special program placement.
- Makes classroom observations and reports in association with formal evaluation referrals.
- Advocates and collaborates with parents, teachers, administrators, community leaders and other stakeholders to promote and support student success.
- Provides support groups for students on topics including social skills, divorce, grief, etc.
- Counsels with principal regarding program needs including crisis intervention, threats, and acts as a consultant/witness in the questioning of students.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, conferences and professional associations.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- A Master's Degree in School Counseling or a Master's Degree in Counseling, plus required school counseling program coursework. Course work must include (1) child and adolescent development and/or human growth & development, (2) a school counseling course and (3) a minimum of a 300 hour school counseling practicum in an elementary school setting.
- Must have a valid New Mexico License in School Counseling.
- NM Counseling Certificate.
- Three years counseling work experience with students in a public school setting. Experience with young students.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of records management procedures.
- Knowledge of the principles, practices and methods of counseling.
- Knowledge of childhood development, diet, and nutrition guidelines.

- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in providing counseling individually or in groups.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to adapt to meet the needs of all children including at-risk, special needs, gifted, and culturally diverse populations.
- Ability to respond to emergency or crisis situations.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to work independently and meet strict time lines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Employee regularly is required to sit.
- Talk, hear sit, stand, walk; uses hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of 15 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical office or interior environment.
- Frequent interaction with students.
- Noise level is usually low to moderate.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.