

DENVER PUBLIC SCHOOLS

900 GRANT STREET / DENVER, CO 80203

900 GRANT / DENVER, CO 80203

TELEPHONE (303) 764-3200

FAX (303) 764-3201



HUMAN RESOURCES / EMPLOYEE CLASSIFICATION

POSITION CLASSIFICATION - 3400

August 2002

POSITION TITLE: School Counselor 190

REPORTS TO: Administrators

Objective: To support middle school and high school students in the successful completion of the approved curriculum by providing counseling services to encourage and support student achievement.

Essential Functions:

1. Guides and counsels students consistently and equitably in academic achievement, career, personal and social development, and complies with all policies and procedures.
2. Pursues professional development opportunities.
3. Participates in the New Counselor Orientation Program, as required or requested.
4. Participates in high school counseling programs, as approved, and maintains accurate records of courses and credits issued.
5. Communicates with outside agencies that provide educational services to DPS students.
6. Disseminates, assembles and processes all materials for Post Secondary Enrollment Options Program.
7. Monitors the progress of counseling redesigns, and maintains effective communications with school administration and counselors.
8. Keeps the Principal informed of, or recommends activities, events, and curriculum to ensure continuous educational improvement.
9. Works with and supports parents, Collaborative Decision Making Committee (CDM), agencies, organizations and others to develop a School Improvement Plan.
10. Initiates or responds to internal and external requests for information, as directed.
11. Conducts student and/or parent/guardian conferences, as required or requested.
12. Informs, explains, interprets, and guides students and parent/guardians on PSAT, ACT, SAT, CSAP and other assessment tests.
13. Recommends guidelines for proper student conduct, including recognition, reward and discipline.
14. Counsels and guides students on self-esteem, health and hygiene, conflict mediation, refusal skills, violence prevention, sexual harassment and other social development topics.
15. Coordinates related counseling activities with magnet programs, alternative schools, summer schools, and various programs from third-party organizations, as required or requested.
16. Ensures for the proper maintenance, accuracy, completeness and confidentiality of all student data.
17. Coordinates student growth including articulation or graduation, class scheduling, student orientations, ICAP, Choice of Study, school-to-career, college fairs, and post-secondary selection.
18. Provides students, parents/guardians with educational planning and transition assistance, including linking scholastic achievement, interests, and aptitude to future educational goals and career plans.
19. Facilitates college recruitment and placement, checks and signs college applications, reviews FAFSA submissions, and provides NCAA information.
20. Plans, implements and evaluates strategies to continuously assess the counseling program, including an annual needs assessment of all curriculum and programs.
21. Provides guidance in the interpretation of transcripts from other districts or countries.
22. Maintains a current, state-of-the-art knowledge of research and trends in school counseling.
23. Performs other related duties, including special projects, as required or requested.

POSITION TITLE: School Counselor 190

Education/Experience: Master's Degree in school counseling or equivalent, with three (3) or more years of related specialization in student guidance and counseling within an urban K-12 public school environment, plus three (3) years of experience teaching in an urban K-12 public school environment. Demonstrated experience and proficiency developing school counseling programs for English language learners. Demonstrated experience with conceptual development of school counseling programs. Demonstrated experience increasing student achievement through school counseling. Demonstrated comprehensive knowledge of how students progress through school counseling, including knowledge of best program practices. Demonstrated progressive experience with continuous professional learning. Demonstrated knowledge of secondary course listing and database, including graduation requirements, district standards and procedures, and high school credit issues. Demonstrated experience working collaboratively with other staff in achievement of instructional objectives. Demonstrated knowledge of DPS, community, state and national resources, is desired. Demonstrated knowledge of current research and trends in school counseling. Demonstrated communication and persuasive abilities, including verbal, written and presentation skills. Demonstrated computer skills including extensive experience working with operating systems including Windows, Macintosh, and other proprietary systems.

Licensure/Qualifying Standards: A current CDE Special Services License with a Counseling Endorsement. Must have a current and valid State of Colorado driver's license. Fluency (reading, writing and speaking) in Spanish, is highly desired.

Performance: Demonstrated experience performing in compliance with established human resource and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; safety; security, disaster and other policies procedures and practices. Demonstrated effective and diplomatic oral and written communication skills, with an emphasis on communications with students, parents, collaborative decision making teams, and the community. Demonstrated experience performing as a team player, and recognizing and resolving conflicts or potentially controversial situations through diplomacy.

Physical/Environmental Characteristics: Essential duties are routinely performed in a general office and/or regular classroom environments. **Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE), is required.**