



MIDDLE / HIGH SCHOOL (Grades 6-12) COUNSELOR

Position Title: 6–12 Guidance Counselor

Department: Instruction

Reports To: Middle/High School Principal

FLSA Status: Exempt

Length of Contract: 200 Days

POSITION SUMMARY

The 6-12 Guidance Counselor provides leadership in developing, implementing, and evaluating a comprehensive school counseling program that promotes the academic, career, social-emotional, and mental health development of all students in grades 6–12.

The counselor collaborates with administrators, teachers, families, and community partners to support student success, well-being, and equitable access to educational opportunities. The counselor assists students in academic planning, graduation pathways, college and career readiness, and social-emotional development while providing counseling services and coordinating referrals to appropriate school or community resources.

The counseling program aligns with the American School Counselor Association (ASCA) National Model, the Oregon Comprehensive School Counseling Framework, and standards established by the Oregon Department of Education (ODE) and the Teacher Standards and Practices Commission (TSPC).

ESSENTIAL FUNCTIONS *(Other duties may be assigned.)*

The school counselor implements a comprehensive school counseling program that provides **direct services to students and indirect services through collaboration, consultation, and program leadership** to support equitable access to educational opportunities and promote student success.

PROFESSIONAL RESPONSIBILITIES

- Maintain accurate and confidential student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Oregon student privacy laws.
- Participate in ongoing professional development to maintain current knowledge of counseling practices, student mental health, and educational policies.



- Maintain professional conduct consistent with TSPC standards, district policies, and professional ethical guidelines.

DIRECT STUDENT SERVICES

Direct student services are in-person interactions with students designed to support their academic achievement, college and career readiness, and social-emotional development.

Student Counseling and Support

- Provide individual and small-group counseling addressing academic, behavioral, social, and emotional needs.
- Support students in developing positive decision-making skills, interpersonal skills, and resilience.
- Identify students experiencing academic, attendance, behavioral, or mental health challenges and coordinate appropriate interventions.

Academic Planning and Graduation Support

- Assist students in developing four-year academic plans and monitoring progress toward graduation requirements.
- Review student transcripts and records to ensure compliance with Oregon graduation requirements and pathways.
- Collaborate with administration and instructional staff to support student scheduling and academic planning.

College and Career Readiness

- Provide guidance to students regarding college admissions, career pathways, financial aid, scholarships, and workforce opportunities.
- Support and collaborate with College and Career Readiness and 9-12 staff in assisting students with preparation of college applications, transcripts, scholarship materials, and recommendation requests.
- Assist College and Career Readiness and 9-12 staff in providing informational sessions and outreach for students and families regarding postsecondary planning, financial aid, and career pathway opportunities.



Experience with the Synergy Educational Platform

- Build sections for each class in a school.
- Schedule students using the following screens:
 - Walk in Schedule Screen
 - Student/Classes Tab
 - Mass Assign Course Requests
- Address scheduling conflicts and errors
- Transcript (Student Course History) data entry and review
- Manage District Courses & Alignment with State Codes

Classroom Counseling and Student Development

- Provide classroom guidance lessons addressing social-emotional learning, academic planning, and college and career readiness.

Crisis Response and Mental Health Support

- Participate in school crisis response and threat assessment processes.
- Provide support for students experiencing trauma, emotional distress, or crisis situations.
- Assist in implementing suicide prevention and mental health awareness practices in collaboration with school staff and community partners.
- Refer students and families to appropriate school or community mental health services.

INDIRECT STUDENT SERVICES

- Indirect services support students through collaboration, consultation, and coordination of services that improve the school environment and address barriers to student success.

Collaboration and Consultation

- Consult and collaborate with teachers, administrators, families, and community partners to support student needs.
- Facilitate communication between school personnel, families, and community agencies to support student success.
- Participate in Individualized Education Program (IEP), Section 504, and Student Study Team (SST) meetings as appropriate.



Student Success and Data Monitoring

- Monitor student progress using academic, attendance, and behavioral data.
- Participate in Multi-Tiered Systems of Support (MTSS) and student support teams to identify and address barriers to student success.
- Collaborate with staff to develop intervention plans for students at risk of academic failure or disengagement.

Family and Community Outreach

- Participate in middle school to high school transition activities, including orientation and informational events.
- Attend parent conferences, meetings, and informational sessions related to student guidance and counseling services.
- Engage families in supporting student academic and social-emotional development.

SCHOOL COUNSELING PROGRAM LEADERSHIP

School counselors provide leadership in implementing and maintaining a comprehensive school counseling program aligned with Oregon state standards and national best practices.

Comprehensive School Counseling Program

- Design, implement, and evaluate a comprehensive school counseling program aligned with state and national counseling standards.
- Provide services supporting academic success, career exploration, postsecondary readiness, and social-emotional development.
- Use student data to identify needs, guide program development, and monitor student progress.

College and Career Readiness Initiatives

- Support district College and Career Readiness initiatives by collaborating with the principal and 9–12 staff to implement Oregon state requirements related to

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career exploration, postsecondary planning, and workforce readiness, including activities aligned with Oregon Senate Bill 3 for students in grades 9-12.

School Climate and Student Engagement

- Promote a safe, inclusive, and supportive school climate for all students.
- Support initiatives that foster positive behavior, student engagement, and a sense of belonging within the school community.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties assigned.

EDUCATION AND LICENSURE

The successful candidate must possess the following qualifications:

Education

- A Master's Degree or higher from a regionally accredited institution in School Counseling, Counseling, Education, Psychology, or a related behavioral science field.
- Completion of a state-approved graduate preparation program in school counseling approved by the Oregon Teacher Standards and Practices Commission (TSPC) or an equivalent program approved in another U.S. jurisdiction.
- Completion of a supervised practicum or internship in school counseling as part of the approved graduate program.

Licensure

The candidate must hold or be eligible to obtain:

- A valid Oregon School Counselor License issued by the Oregon Teacher Standards and Practices Commission (TSPC) authorizing counseling services in PreK–12 schools.

OR



- A valid Professional School Counselor License issued by TSPC.

Additional State Licensing Requirements

Candidates must also meet the following TSPC requirements:

- Demonstrate knowledge of U.S. and Oregon civil rights laws and professional ethics related to education.
- Complete all background check and fingerprinting requirements required under Oregon law (ORS 342.223).
- Meet all professional standards and competencies established by TSPC for school counselors.

ONGOING PROFESSIONAL REQUIREMENTS

Licensed school counselors in Oregon must:

- Maintain licensure through continuing professional development requirements established by TSPC.
- Complete training in suicide risk assessment, treatment, and management as part of license renewal requirements.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- The work environment is primarily indoors in a school setting that includes classrooms, offices, hallways, and other school facilities. The employee regularly interacts with students, staff, parents, and community members and may be exposed to a variety of student behaviors and emotional situations that require professional judgment and responsiveness.
- The employee must be able to communicate effectively both orally and in writing and must be able to hear and speak clearly in order to exchange information in person, over the telephone, and through electronic communication systems.
- Physical demands may include sitting, standing, walking, bending, kneeling, reaching, and occasionally lifting or moving materials weighing up to 25 pounds. The employee may also be required to move throughout the school campus during the workday.
- The employee must be able to use standard office equipment, including computers, telephones, and other technology used to maintain student records, communication, and reporting systems.

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TERMS OF EMPLOYMENT

- The 6–12 Guidance Counselor position is a licensed position with a work year and contract length established by the district and consistent with the negotiated agreement between Vernonia School District 47J and the applicable licensed employee bargaining unit.
- Salary and benefits shall be determined according to the Vernonia School District's licensed salary schedule and applicable collective bargaining agreements.
- Evaluation of performance shall be conducted by the building principal or designee in accordance with district evaluation procedures and Oregon state requirements, including the Oregon Framework for Teacher and Administrator Evaluation and Support Systems.
- Continued employment is contingent upon maintaining a valid Oregon School Counselor license issued by the Teacher Standards and Practices Commission (TSPC), successful completion of required background checks, and compliance with district policies and applicable state and federal laws.

BACKGROUND CHECK REQUIREMENT

Employment is contingent upon successful completion of a criminal records check and fingerprinting as required by Oregon law and district policy.

MANDATORY REPORTER

The employee in this position is considered a mandatory reporter under Oregon law and must comply with all requirements related to reporting suspected child abuse.

EQUAL EMPLOYMENT OPPORTUNITY

The Vernonia School District is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, marital status, age, or any other protected class under state or federal law.

REASONABLE ACCOMMODATIONS

The district will provide reasonable accommodations to qualified individuals with disabilities to perform the essential functions of this position in accordance with applicable laws.

ACKNOWLEDGMENT

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I acknowledge that I have read and understand the responsibilities and expectations outlined in this job description. I understand that this document describes the general nature and level of work expected for this position and does not represent a comprehensive list of all duties that may be assigned.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____