



Job Description: School Counselor

PRIMARY PURPOSE: Plans, promotes, and delivers a comprehensive program of guidance and counseling to assist students in the areas of academic achievement, career decision making, personal-social growth, and community contribution.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Master's Degree in Counseling, School Counseling, School Psychology, Social Work or equivalent
- TSPC License or the ability to register as a Counselor through TSPC

SCHEDULE

Full time, temporary position for the first half of the 2025-26 school year, with the possibility of extension.

8-4 or 8:30-4:30 Monday-Friday

SALARY, BENEFITS

Annual Salary for 1.0 FTE is 50K-80K

Benefits of the position include PTO, medical, dental, and vision, term life/accidental death and short-term disability insurance, employee assistance, PERS contributions and the option to contribute to a 403b retirement fund.

Application

To apply, email a statement of interest and a resume to harmony.academy.careers@gmail.com. Please clearly describe in your email why you want to work with adolescents in recovery. Please include the word "Counselor" in the subject line of your email.

BASIC DUTIES AND RESPONSIBILITIES

- Meet with each student every 3 weeks - create relevant academic pathways for students to get on and maintain track to graduation, coordinate with teachers to create additional credit assignments, assist students in completing credit proficiency packets, meet with students to develop post-secondary plans
- Support students in early recovery to build on personally relevant goals and work towards graduation.



- Provide opportunities for students' social and emotional learning.
- Work as a member of a multi-disciplinary team to support students holistically as they reengage in academics and work to build recovery capital.
- Transcribe and build transcripts for new students
- Manage, update, and print master schedule
- Enroll students in classes in Synergy
- Inform teachers of class changes
- 504 case manager - schedule and host transfer 504 meetings for new students, schedule and hold re-evaluation meetings within 3 months of transfer meeting, schedule and host annual meetings. Complete associated documentation for each.
- Arrange career-related learning field trips and visitors to present on different careers
- Manage student services team calendar
- Create and deliver monthly SEL school counselor lessons
- Deliver staff training on trauma-responsive environments, anti-racism, 504 overviews, motivational interviewing
- Participate on internal school teams and external behavioral health teams - QI (1x/week), student services (1x/week), QI subcommittees (fun events 2x/month & PBIS 2x/month)
- Participate on external teams - Clackamas ESD school counselor meeting (1x/month), Clackamas County flight team
- Create report cards for each session
- Create and deliver student and parent surveys at start of school year
- Participate in student tours

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide recovery high school students with a dynamic and engaging school counseling program; assist students in reaching their goals of high school completion.
- Provide academic development support to students, guardians, and other stakeholders with information about district and community educational resources; participate in scheduling students for classes to assure academic and personal needs are met; recommend and support interventions for at-risk students; arrange for class changes and class balancing; collaborate with Special Education, ELL case managers and others to support students with special needs. Oversee 504 services, providing case management for eligible students and holding new eligibility meetings as needed.
- Assist students with personal and social development; provide information about community resources for personal and social needs; counsel students individually and in groups concerning social or personal issues which affect educational progress; work with the recovery high school team to support students with new or recurring alcohol, drug, social and/or related issues.



- Assist students in development of cultural sensitivity and respect for individual differences, development of communication, problem-solving and decision-making skills.
- Communicate with parents, staff and other designated personnel regarding individual student issues and concerns.
- Demonstrate a commitment to the mission of a recovery high school, and to trauma-informed and anti-racist practices. Participate in staff development, in-services and training related to diversity, equity and inclusion in the workplace, in recovery spaces, and in public education; model appropriate behaviors; develop, recommend and implement improvements to educational and recovery practices with awareness and understanding of their impact in a racially and culturally diverse community.
- Assist students in exploring personal abilities, interests, and skills in order to design academic plans and life goals; provide information to assist students, parent and the community the ability to investigate and access college and career information through a variety of resources. Connect students to positive leaders/role models in recovery.
- Coordinate on-campus and community college fairs, speakers, representative visits and similar events; maintain, coordinate and communicate scholarship opportunities and financial aid information; coordinate scholarship selection committee for school sponsored scholarships; attend district, college, university and other post-secondary educational institution meetings to represent Harmony student and community interests. Connect youth with trades and career interests. Support students in finding jobs and internships.