

Hunters Point Boarding School, Inc.



Position Description SY 2023-2024

POSITION TITLE:	Certified Counselor	CONTRACT TERM:	10 Months
SUPERVISOR:	Principal	CLASSIFICATION:	Exempt
SALARY:	Certified	DATE APPROVED:	1/05/2023

PRIMARY RESPONSIBILITY:

Responsible for the school wide counseling needs; serves as a School Counselor and provide direct services to students.

QUALIFICATIONS:

1. Bachelor's degree in counseling or related field is required.
2. Master's degree or PHD is preferred.
3. Current Arizona School Counselor licensure or ability to reciprocate such credentials is required.
4. Two (2) or more years in school counseling or related experience is required.
5. Experience implementing a comprehensive school counseling program to promote student achievement is required.
6. Knowledge of the State Guidance Counseling Model (CCBG) is required.
7. Knowledge of and experience in substance abuse prevention counseling is preferred.
8. Must be computer literate in the use of a variety of software.
9. Have or be able to obtain First Aid/CPR Certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
10. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
11. Ability to communicate in Navajo is recommended.
12. Meet the minimum physical requirements.
13. Possess a valid Driver's license with insurable driving record.

RESPONSIBILITIES AND DUTIES:

1. Provide services in the following areas: School Guidance Curriculum; Individual Student Planning; Responsive Services via individual or group counseling, consultation with parents, teachers and other educators, referrals to other school support services or resources, and other information.
2. Responsible for providing Native American traditional counseling as required.
3. Assist students by helping them resolve or cope with problems and developmental concerns.
4. Conduct annual needs assessment to determine goals, objectives, priorities, and services to be provide.

5. Reports to administration and Governing Board on immediate, intermediate, and long-range results showing student progress.
6. Maintain student records and files in accordance with confidentiality requirements.
7. Serve as liaison to the special education department, service providers, and other stakeholders.
8. Network with local community service providers and other related student support programs.
9. Responsible for enforcing school approved discipline plan as necessary.
10. Identify and refer unusual student behavior to appropriate specialist.
11. Responsible for test administration and applicable services to the school.
12. Will help obtain social services resources with the ability to provide resource information to teachers and staff as necessary.
13. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
14. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
15. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments, directives, and policy modifications.
16. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
17. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
18. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
19. Be knowledgeable and participate in guidelines stated in the HPBSI Re-entry Plan, and Continuity of Operations Plan (COOP) as necessary.
20. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
21. Perform additional duties as assigned.

PERSONNEL EVALUATION:

Performance of this position will be evaluated in accordance with provisions from the HPBSI Policy and Procedures Manual. This position description is subject to review and change as approved by the Governing Board. This position is based on funds available.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand this position description. I agree that I will perform these duties and responsibilities and that I meet the minimum qualifications.

NAME

DATE