

# Hunters Point Boarding School, Inc.



## Position Description SY 2025-2026

<b>POSITION TITLE:</b>	Certified Counselor	<b>CONTRACT TERM:</b>	10 Months
<b>SUPERVISOR:</b>	Principal	<b>CLASSIFICATION:</b>	Exempt
<b>SALARY:</b>	Certified	<b>DATE APPROVED:</b>	<b>06/10/2025</b>

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### PRIMARY RESPONSIBILITY:

The primary responsibility is to address the diverse counseling needs of students' school-wide and aims to enhance students' academic and personal development, facilitate their personal growth, and help them acquire the skills needed to succeed in their academic and personal endeavors. Responsibilities associated with this position may necessitate working beyond the standard tour of duty, when required.

### QUALIFICATIONS:

1. Bachelor's degree in counseling or related field is required.
2. Master's degree 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 to be able to stand, walk, and being able to lift 20 pounds.
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 in an academic and residential settings, 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 provided.
5. Reports to the administration and Governing Board on immediate, intermediate, and long-range results showing student progress.
6. Use data to develop school counseling program goals and student needs and develop programs to align with the academic and residential programs.
7. Maintain student records and files in accordance with confidential requirements.
8. Serve as liaison to the special education department, service providers, residential manager, parent liaison, parents, and other stakeholders.
9. Monitor student academic progress, attendance and behavioral data to inform school counseling program goals to ensure improvement and success.
10. Participate in school functions to communicate with parents.
11. Work closely with the Parent Liaison to support students and families experiencing homelessness by providing resources and assistance in securing necessary services such as housing and transportation.
12. Collaborate with local agencies and community organizations to ensure homeless students and families receive proper support and care with the assistance of the Parent Liaison. Network with local community service providers and other related student support programs.
13. Responsible for enforcing school approved discipline plan as necessary.
14. Identify and refer unusual student behavior to appropriate specialist.
15. Responsible for test administration and applicable services to the school.
16. Will help obtain social services resources with the ability to provide resource information to teachers and staff as necessary.
17. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
18. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
19. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments and policy modifications.
20. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
21. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
22. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
23. Be knowledgeable and participate in guidelines stated in the Continuity of Operations Plan (COOP) as necessary.
24. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
25. Perform additional duties as assigned.

**PERSONNEL EVALUATION:**

The Performance of this position will be evaluated according to the guidelines outlined in the HPBSI Policy and Procedures Manual. This position description may be subject to review and change as approved by the Governing Board. This position is dependent on available funds.

**ACKNOWLEDGEMENT**

By signing below, I confirm that I have read and fully understand the position description. I agree to perform the duties and responsibilities outlined in this position description and confirm that I meet the minimum qualifications required for this position.

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**EMPLOYEE SIGNATURE**

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**DATE**