

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 24, 2024

NUMBER: 24-081

FR: Office of the Superintendent

SUBJECT: Approval of Job
Description: Itinerant
Counseling Intern

STRATEGIC PLAN/BOARD GOAL:

Student Learning: Strengthen Student Progress Monitoring

ABSTRACT:

Board approval is required for new Job Descriptions

ISSUE:

At issue is the Board's approval of new Job Description for Itinerant Counseling Intern.

BACKGROUND AND/OR PERTINENT INFORMATION:

This is a request to approve a new job description. Hiring for this position will be dependent upon grant funds being awarded. Job Description: Counseling Intern would help student success. The Counseling Intern works with the principal (with guidance from the Assistant Director of Student Services or Counselor Coordinator) in carrying out the school's academic and behavior programs. As a professional educator the Counseling Intern understands and responds to the challenges presented by today's diverse student population. The Counseling Intern provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social development. The Counseling Intern works cooperatively with the principals, students and parents towards a positive school climate.

ALTERNATIVES:

1. Approve the Job Description: Itinerant Counseling Intern as presented;
2. Disapprove the Job Description: Itinerant Counseling Intern as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the Job Description: Itinerant Counseling Intern as presented.



Northwest Arctic Borough School District

HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1800 • FAX (907) 442-2172

POSITION VACANCY ANNOUNCEMENT T19-058

TITLE: Itinernat Counseling Intern

QUALIFICATIONS:

1. Alaska Type C or T Certification
2. Alaska Type B Administrative Certification or 5 years teaching experience
3. Experience working with youth in activity-based programs, & living in a cross-cultural, rural environments
4. Strong computer and data-based skills to accurately develop schedules, maintain records & compile necessary reports.
5. Experience in career counseling, behavior management, and crisis counseling.

REPORTS TO: Director of Student Services and Principal

JOB GOAL: The Counseling Intern will work with the School Principal to provide personal, crisis, behavioral, and career counseling services to students. As a professional, the Counseling Intern understands and responds to challenges presented by today's diverse student population. The Counseling Intern provides proactive and direct leadership support to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, behavioral concerns, career choices, as well as personal and social development. The Counseling Intern will work cooperatively with the School Principal, Assistant Director of Student Services, Director of Student Services and Special Education, students, teachers, and parents towards a positive school climate.

PERFORMANCE RESPONSIBILITIES:

- Plans and carries out an effective school guidance and counseling program.
- Demonstrate a knowledge of typical child and adolescent behavior.
- Assists in supervision of individual students in academic, career, & personal/social issues.
- Promote parental involvement & individual planning sessions.
- Monitors any Peer Counseling activities.
- Implement & use the written timeline & curriculum of the instructional program delivered & coordinated by School Counselors / Counseling Interns.
- Conducts in-service workshops for Peer Counselors and Classroom teachers.
- Ensure each student has a Student Success Plan documenting individual student progress that is reviewed & modified regularly throughout the student's school career.
- Attends parent/teacher conferences regarding student's performance (progress reports, report cards, failure notices, attendance, behavioral / social concerns) & document meetings & follow-up with staff & principals.
- Maintains an on-going dialogue with School Administrators, peer counselors, Assistant Director of Student Services, classroom teachers and students.
- Provides a variety of direct counseling services consistent with the needs of students.
- Makes referrals to district specialist and outside agencies as appropriate.
- Evidence of career planning for students transitioning from high school to post secondary setting, vocational technical setting or places of employment.
- Establish planned events for parents to promote school participation.
- Assist with school-based consultation, suicide prevention, and youth-centered leadership development.
- Consult & collaborate effectively with students, parents, staff, administrators & community-based organizations in understanding & meeting the needs of all students.
- Increase co-curricular and STAR program participation and integrity
- Obtain knowledge of the school & community resources that complement the provision of student services.
- Addresses student questions and concerns.
- Attends and supports student events.