

Date: 6/16/20

Subject: Create New Guidance Counseling Position - KW Vina 2020-2021

2017-2018- **373 Students**
2018-2019- **364 Students**
2019-2020- **394 Students**

With the creation of this position, KW/Vina intends to continue the implementation and sustain the established support within our MTSS for social-emotional and behavior needs of our students. This includes, but is not limited to:

1. Implementing weekly classroom-based social-emotional lessons in each classroom (PreK-1)
2. Consistently schedule Solutions Team Meetings with parents, teachers, school leaders, and intervention staff to meet the needs of students needing Tier II and Tier III supports for academics and social-emotional/behavior.
3. Continue providing small group instruction for students identified with the DESSA for Tier II social-emotional/behavior support consistently (weekly) conduct home-visits to support students in need of academic, attendance, social-emotional, behavior, or wrap-around services.
4. Coordinate with community resources to fully support the child and family.
5. Coordinate systems of support and personnel to meet the needs of the individual child at Tier I, II, and III.

It is with great excitement that we share our behavior referral data from the past two years! With the implementation of a basic tiered system of support in the area social-emotional/behavior we were able to see a sharp decline in the number of major behavior referrals at KW/Vina:

Referral Data for the Past 2-Years:

2018-2019- **199 Major Behavior Incidences**

2019-2020- **98 Major Behavior Incidences**

We recognize this is a decrease of more that 50%, but we still have a way to go.

Financial Impact: Per Certified Contact 2018-2021

Funding Source (Budget/grant, etc.): Impact Aid

Attachment(s): Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
JOB DESCRIPTION

Effective: June 7, 2000

Guidance Counselor (Elementary)

Summary of Functions

Helps students overcome problems that impede learning and to assist them in making educational, occupational and life plans that hold promise for their personal fulfillment as mature and responsible adults.

Essential Duties and Responsibilities

- 1) Assessment – Consults and cooperates with school psychologists, nurses, principals and teachers in assessing the mental and emotional health of the individual student having school difficulty and in evolving appropriate remedial plans. Confers with parents as needed.
- 2) Personal Counseling – Remains readily available so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity. Assists students in resolving educational handicaps and discovering and developing their special abilities. Works with students on an individual basis or in a group setting in the solution of personal problems in areas such as home and family relations, health and emotional adjustment. Works to prevent students from dropping out of school.
- 3) School Support – Guides students in their participation in school activities. Disseminates information on tutoring services.
- 4) Technical Support – Works with teachers and other staff members to familiarize them with the general range of services offered and to improve the educational prospects of individual students being counseled. Advises administrators and faculty on the matters of student discipline.
- 5) Parental Support – Works with parents to create a positive learning environment for their children. Assists parents in evaluating their child's aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data.
- 6) Training – Provides in-service training for staff and students in such areas as anger management, conflict resolution, chemical dependency, etc.
- 7) Interagency Cooperation – Confers with other community organizations in providing appropriate services and support to students.
- 8) Records – Maintains student guidance records and protects their confidentiality.

- 9) Public Relations – Promotes, publicizes and interprets program to staff and the community at large. Presents a positive image of the school to parents and conveys to them the school's genuine concern with the education, growth and development of each child.
- 10) Reports – Prepares and submits required reports and related documentation.
- 11) Confidentiality – This position works with sensitive information and must maintain strict confidentiality.
- 12) Other – Performs such other functions as may be necessary to the work of the office.

Organizational Relationships

Supervised by and reports to building administrator or designee.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ☐ Bachelor's degree in education.
- ☐ State of Montana teacher certification with endorsement in counseling and guidance.
- ☐ Proficient with desktop computers, preferably Microsoft operating system.
- ☐ Knowledge of the principles and concepts of counseling and guidance techniques.
- ☐ Ability to interact positively with students, staff and community.
- ☐ Excellent communication, problem solving and organization skills.
- ☐ Ability to work with others and without close supervision.
- ☐ Good work habits.

Desirable Qualifications – Previous teaching experience. Previous experience in working with elementary age students. State endorsement in special education. Master's degree preferred.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.