

OLYMPIA SCHOOL DISTRICT NO.

Job Category: Certificated

Posting Dates: March 13-19 2024

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Human Resources at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Counselor - Elementary	1.0 FTE / One Year Only	Hansen Elem.
<i>This position is from April 22, 2024 through the end of the school year.</i>		
<i>Employees will receive vacation leave, paid holidays and additional compensation beyond their base salary as outlined in their Collective Bargaining Agreement (CBA).</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary: OEA Salary Schedule Range: \$57,333 - \$108,006		

Job Purpose Statement: The job of “Counselor – Elementary School “is done for the purpose of providing information on subtends function and recommendations regarding their successful transition to middle school; developing plans and /and or providing information regarding students’ goals and securing appropriate placement of students.

Essential Job Functions:

- Coordinates with teachers, resource specialists and community (e.g. courts, child protective services, etc.) for the purpose of providing requested information, gaining needed information and/or making recommendations.
- Counsel students, parents, and guardians for the purpose of enhancing student success in school.
- Monitors student records for the purpose of developing plans and/or providing information regarding student’s goals.
- Prepares documentation (e.g. observations, progress, contacts with parents, teachers, outside professional, etc.) for the purpose of providing written support, developing recommendations and /or conveying information.
- Presents information on various topics (e.g. behavior management, Second Steps, etc.) for the purpose of providing required information and/or advice.
- Assists other personnel as may be required for the purpose of supporting them in the PBIS related activities.

Essential Job Requirements – Qualifications:

- Skills to communicate effectively, problem solve.

- Knowledge of curriculum, education code, district policies, problem solving methodology.
- Abilities to sit for prolonged periods, maintain and verify completeness of records, meet schedules and deadlines, communicate with persons of varied cultural and educational backgrounds, communicate in oral and written form.
- Licenses, Certification, Bonding and /or Testing Required: Criminal Justice Fingerprint Clearance, appropriate Credential.

Application Procedure for Out-of-District Candidates

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St NE, Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – James Whitehead, (360) 596-8545, jwhitehead@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, kturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.