

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Certificated

Posting Dates: July 22 – August 4, 2008

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

Position	Hours/FTE	Location
Counselor (Interim) <i>Applicants must have ESA Counseling Certification and experience creating a secondary Master Schedule and inputting student schedules. This position also requires the ability to work with students on social interaction issues and academic choice issues, and also the ability to assist with school activities coordination.</i>	1.0 FTE/1 Year Only	Reeves
Salary: OEA Salary Schedule		

JOB TITLE: Counselor - Middle School

Job Purpose Statement/s: The job of "Counselor - Middle School" is done for the purpose/s of providing information on students' functioning and recommendations regarding their successful transition to high school; developing plans and/or providing information regarding students' goals; and securing appropriate placement of students.

Essential Job Functions:

- * Advises students, parents and guardians for the purpose of providing information on students' progress and/or recommendations regarding their successful transition to high school.
- * Coordinates with teachers, resource specialists and/or community (e.g. courts, child protective services, etc.) for the purpose of providing requested information, gaining needed information and/or making recommendations.
- * Counsels 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 students' goals.
- * Prepares documentation (e.g. observations, progress, contacts with parents, teachers, outside professionals, etc.) for the purpose of providing written support, developing recommendations and/or conveying information.
- * Presents information on various topics (e.g. behavior management, etc.) for the purpose of providing required information and/or advice.
- * Schedules student classes for the purpose of securing appropriate placement and meeting their graduation and college eligibility requirements.
- * Works with parents and staff to create 504 plans as necessary.

Other Job Functions:

- * Administers various proficiency tests for the purpose of assisting in determining student's placement and/or eligibility for potential course of study.
- * Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * Participates in various extra curricular school and/or community activities for the purpose of providing supervision and/or representing school at such events.
- * Supervises assigned programs (e.g. peer counseling, special education, ESL, etc.) for the purpose of monitoring performance and achieving overall curriculum objectives.

Essential Job Requirements - Qualifications:

* Skills, Knowledge and/or Abilities Required:

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, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance, appropriate Credential.

Application Procedure for out of district candidates

Apply through Public Schools Personnel Cooperative @ www.teachinginwashington.com.

*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 1113 Legion Way SE Olympia, WA 98501
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity: The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Beth Scouller, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

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 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.**