

Professional Staff Positions
(Job Description: K-12 Counselor)

TITLE: K-12 Counselor

QUALIFICATIONS:

1. The counselor must be appropriately licensed in the State of Colorado as provided by law or, such alternative to the above qualifications as the Board of Education may find appropriate and acceptable.
2. Licensed staff must be qualified for the area or grade level in which they perform, meeting Colorado Department of Education accreditation standards.

REPORTS TO: K-12 Principal

SUPERVISES: Students and Teacher Aides

PERFORMANCE RESPONSIBILITIES:

The K-12 School Counselor is responsible for supporting the academic, social/emotional, and career development of all students, ensuring their success through a comprehensive school counseling program. The following performance areas outline the counselor's duties:

Performance Area A – Program Planning

1. Displays a thorough knowledge of counseling programs and developmental guidance models.
2. Demonstrates effective planning and organizational skills to implement a comprehensive counseling program.
3. Makes efficient use of time to balance responsibilities across academic, social/emotional, and career domains.

Performance Area B – Counseling

1. Provides academic counseling, including scheduling, graduation tracking, progress monitoring, and intervention for at-risk students.
2. Offers short-term counseling services to address students' personal, social, or emotional needs.

3. Delivers K-12 classroom lessons on preventive, data-driven topics addressing current issues and developmental needs.
4. Assists in interpreting cognitive, aptitude, and achievement assessments to guide academic planning and interventions.

Performance Area C – Coordinating

1. Collaborates with staff, administrators, families, and community resources to support student success.
2. Coordinates Individual Career and Academic Planning (ICAP), including postsecondary exploration, scholarship/financial aid support, college/career preparation, application assistance, and organizing college/career fairs or visits.
3. Maintains accurate student records through the Student Information System (SIS), including transcript management and course programming for concurrent enrollment or work-study opportunities.

Performance Area D – Consulting

1. Consults with teachers and parents regarding students' academic progress and social/emotional well-being to enhance student outcomes.
2. Serves as a member of the MTSS (Multi-Tiered System of Supports) team to support intervention efforts for struggling students.
3. Advocates for students by promoting equity in access to educational opportunities and resources.

Performance Area E – Professional Development and Responsibilities

1. Demonstrates professional responsibility by adhering to ethical standards and legal requirements in counseling practices.
2. Engages in continuous professional development to stay current with best practices in school counseling and education trends.
3. Implements school policies and regulations effectively while collaborating with colleagues to improve school-wide systems.

Performance Area F – Student Appraisal

1. Organizes and administers assessments (e.g., aptitude tests) to evaluate students' abilities, interests, and achievements for academic or career planning purposes.

2. Interprets assessment results to help students make informed decisions about their educational pathways.

Approved: 4/21/25