

COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAM

PROGRAM SUMMARY

Salem-Keizer Public Schools is a Cohort A district that implements the Oregon Comprehensive Guidance and Counseling Framework. 24J's CGC Program focuses on student achievement through developmentally appropriate academic and career-related activities and opportunities for learning, personal-social growth and community involvement. Counseling staff are integral members of the educational team that focuses on data-driven student outcomes.

DEPARTMENT QUICK FACTS

School counselors are employed in all 66 schools, K-12.

Staff: Elementary	44
Middle	27
HS	35

Professional Development and Involvement

The Counseling Department supports and encourages opportunities for professional development and involvement through:

- Academy for Teaching & Learning
- Monthly, district department meetings
- School staff meetings
- Annual Community Agency Fair
- District CGC Steering Committee
- Joint department workshops with school nurses, prevention specialists, social workers and school psychologists
- Contributing a weekly ASK a School Counselor Column to the local newspaper
- Level Leadership Teams
- Active memberships in OSCA and ASCA
- Staff gatherings

Awards

- ASCA RAMP Award given to a 24J elementary counselor '06
- 24J Elementary Counselor elected Oregon Counselor of the Year '06
- The Les Adkins Award for Career Guidance Excellence '07 Award given to a 24J middle school counselor
- Comprehensive Guidance and Counseling Cohort A Leadership Award Salem-Keizer School District 2007 Recipient
- 24J middle school counselor receives Crystal Apple Award '07
- ASCA RAMP Award given to South High School Counseling Staff '08

Program Coordinator: Kelly Evans 503-399-3101
Program Associate: Marilyn Rengert 503-399-3101

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

6/08	PROGRAM ASSOCIATE - SCHOOL COUNSELING	1.8.2.2 A
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1. Primary Function: Assist in the planning, organization and implementation of the Oregon Comprehensive Guidance and Counseling program, specifically in the areas of academic, career, personal/social development and community contribution. Assists and supports schools and district efforts to focus on positive student outcomes. Coordinates and trains district Crisis Response Team.

2. Responsible to: Area Coordinator & Director, Support Services

3. Assigned Responsibilities:
 - 3.01 Assists in conducting annual assessment to identify potential program needs and staff development activities.
 - 3.02 Provides support in the development of yearly school advocacy projects that reflect the CSIP of individual schools and the district.
 - 3.03 Identifies and implements programs designed to improve counseling practices to bring about desired student outcomes in academic, career, and person/social development as well as address staff needs.
 - 3.04 Provides support for effective instructional practices, the use of appropriate curriculum, and student assessment procedures.
 - 3.05 Serves as a liaison with curriculum services.
 - 3.06 Provides program support for administrators, licensed and classified staff.
 - 3.07 Responsive to staff and building needs as they arise.
 - 3.08 Assists in planning and conducting activities and programs for school counseling staff new to the district.
 - 3.09 Serves as liaison to the Oregon Department of Education and TSPC.
 - 3.10 Identifies and implements district wide school counseling program curriculum.
 - 3.11 Assists schools in identifying and utilizing strategic resources within and outside the district.
 - 3.12 Assists in multicultural and diversity efforts through school improvement and staff development.
 - 3.13 Assists with counselor recruitment.
 - 3.14 Provides consultation to the Human Resources Department in counseling licensure and Child Development Specialist authorization.
 - 3.15 Provides coordination and supervision of the district Crisis Response Team with on-call status.
 - 3.16 Collaborates with district staff and community agencies to develop and implement protocols for child abuse, suicide and threat assessment for student safety.
 - 3.17 Serves on Student Threat Assessment Team and Marion County Suicide Task Force.
 - 3.18 Designs and maintains web resources.

4. Minimum Qualifications:
 - 4.01 Certification/Licensure
 - 4.01.1 Masters Degree in School Counseling
 - 4.01.2 Valid Oregon Teachers License
 - 4.01.3 Valid Oregon Drivers License

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- 4.01.4 Three years successful experience as a school counselor
- 4.01.5 Experience conducting training
- 4.01.6 Experience teaching adults and the ability to make presentations to a variety of audiences using a variety of techniques and technologies.
- 4.01.7 Recent training in a variety of intervention models.

4.02 Demonstrated ability to/knowledge of:

- 4.02.1 Successfully teach and collaborate with colleagues.
- 4.02.2 Demonstrated knowledge of curriculum and instructional strategies as they relate to school counseling programs.
- 4.02.3 Leadership and organizational ability
- 4.02.4 Knowledge of teaching strategies and program in the involved area
- 4.02.5 Knowledge in the techniques of instructional/program material evaluation
- 4.02.6 Ability to develop performance objectives

4.03 Additional Qualifications:

- 4.03.1 Demonstrated knowledge and experience with ASCA National Standards and/or the Oregon Comprehensive Guidance and Counseling Framework.
- 4.03.2 Excellent communication skills

5. Minimum Term of Employment: Teacher contract plus 5 days.

6. Salary Level: Placement on Teacher Salary Schedule, plus Program Associate differential.

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____