



DISTRICT K-12 COUNSELING SPECIALIST - TOSA

Position Summary

The District Counseling Specialist TOSA is a one-year temporary position. This educator works with teachers and administrators to implement the ASCA Standards and sound social and emotional learning programs, including coaching school-based counselors/teams, and delivers professional development in both small and large groups. Planning, organizing and leading professional development are expected as part of this assignment.

Supervisory Relationship

This position reports to the Curriculum Director within the Instruction Department.

Essential Functions

1. Develop, implement and manage program alignment and learning targets across all aspects of school counseling programs.
2. Oversee the dissemination of digital curriculum and resources for elementary, middle and high school counselors.
3. Train administrators and counselors to employ district-adopted programs with fidelity.
4. Assist with effective implementation of the district's Threat Assessment, Suicide Prevention and Mental Health initiatives.
5. Assist administrators and counselors in implementation and use of social and emotion instructional programs.
6. Support secondary school counseling teams in developing systems that ensure students maintain on-track status throughout their secondary years or are quickly identified if not on-track.
7. Conduct and analyze data regarding overall school culture and effectiveness.
8. Provide professional development for counselors and administrators on American School Counseling Standards (ASCA), counseling programs, and Naviance.
9. Support school-based counselors in the differentiation of district adopted programming.
10. Coordinate with Secondary TOSAs to plan and provide cohesive professional development across content areas where appropriate.
11. Coordinate testing throughout the year as appropriate and related to district goals and ASCA standards.
12. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to communicate effectively orally and in writing.
2. Strong knowledge of ASCA standards, and a broad background in school-based counseling.
3. Experience as a school-based counselor, ideally at multiple levels, in a public school setting.

4. Familiarity with Naviance and a willingness to learn new IT tools.
5. Ability to guide the work of others.
6. Ability to work on multiple projects concurrently and meeting deadlines that are at times pressing and not open for adjustment.
7. Strong organizational skills.

Minimum Qualifications

Education

- Master’s degree preferred.
- Valid Oregon Counseling license required.
- Evidence of multi-cultural experience and cultural competency; and
- ESOL endorsements preferred.

Experience

- At least four years of experience working with students and teachers as a school-based counselor. The ideal candidate will have worked at both the elementary and secondary levels.
- Demonstrated successful experience working with families, teachers and administrators supporting students in a variety of situations.
- Experience with counseling programs currently in place within 4j schools preferred.
- Experience leading professional development, including integration of digital resources and on technology leadership teams preferred.
- Demonstrated success with culturally responsive and sustaining practices.
- Demonstrated track record of successfully serving a broad range of students and utilizing a systems approach to ensuring schools meet the needs of all students and families it serves.

Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Pay Grade	Licensed Salary Schedule
Developed by	Andy Dey, Director of Secondary Education
Approved by	Karen M. Hardin, Director of Human Resources
Last revised	July 20, 2020

Employee Statement

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (Print)

Date

Employee Signature

Date