



**Job Title:** School Counselor

**Department:** School Improvement/School Operations

**Reports To:** Site Administrator

**Compensation:** Teacher's Salary Schedule + Stipend

**Overtime Status:** Exempt - Salaried

**Last Revised Date:** October 22, 2018

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** The school counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive developmental school counseling program that addresses academic, career, and personal/social development of high school grade students.

**Minimum Qualifications:**

**Education:**

- Master's degree in school counseling or related field; i.e., social work, or clinical counseling.

**Specialized Knowledge, Licenses:**

- Oklahoma teaching certificate in school counseling or willing to apply and obtain alternative certification through the State Dept. of Education.

**Experience:**

- Two years' teaching experience preferred

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Development and management of a comprehensive school counseling program
  - Plans and maintains an effective comprehensive school counseling program
- Delivers counseling curriculum to all students focusing on Academic, Career, and Personal/Social Domains
  - Designs, delivers, evaluates and revises a planned sequential developmentally appropriate program in accordance to district counseling standards and indicators
  - Facilitates the infusion of counseling curriculum activities into classroom curricula to support the developmental needs of students
  - Facilitates instructional process in collaboration with school staff and community resources
- Coordinates ongoing systematic activities and help individual students
  - Counsels with students to promote self-awareness, self-identify, and positive social and academic skills
  - Systematically develop/deliver/ and evaluate student planning addressing academic goal setting and transition plans
  - Inform students and parents about pertinent test results, academic programming, behavior intervention strategies, and their implications to the overall academic success
- Respond effectively to immediate students' needs and concerns.
  - Provide individual and group counseling to students with identified concerns and needs
  - Implement a referral process and follow up process to outside counseling agencies and support agencies
  - Provide information to staff and parents to assist them in crises related issues that may affect the school climate
  - Consult and coordinate with – in district professional and community agencies, such as school psychologist, nurses, administrators, community-based counselors, service agencies, and physicians
- Manage activities that establish, maintain, support, and enhance the total school counseling system.
  - Articulates the role of school counselor to school and community
  - Advocates for equal access to programs and services for all students
  - Plans and coordinates programs that are an extension of the counseling program, i.e., Individual Education Plans, Child Study Team, red ribbon week, student of week, etc.
  - Engages in professional development
  - Coordinates parent programs

- Establishes and maintains a monthly/yearly planning calendar
- Participates in school decision making
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession
- Participate with the administration and faculty as a team member in the implementation of the district testing program
- Collect and review evaluative data to ensure a successful counseling program which links the school counseling program to student academic progress
  - Conducts a yearly program audit to review extent of program implementation
  - Collects and analyzes data to guide program direction and emphasis
  - Measures results of the school counseling program activities and shares results as appropriate
- Participate in activities that contribute to the effective operation of the school
- Assist in maintaining a safe and organized school climate as directed by administration
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular classroom/school environment
- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*