

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: K-8 Elementary Counselor

OPEN: November 20, 2019

CLOSES: December 6, 2019

EXEMPT: No

JOB CODE:

SALARY GRADE: WA State pay scale

DIVISION: Education

SHIFT: Day

DEPARTMENT: Lummi Nation School

LOCATION: Lummi Nation School

SUPERVISOR: Dean of Students Intervention

DURATION: Temporary

VACANCIES: 1

JOB SUMMARY: To use leadership and counseling skills to promote the educational development of each student. To enable students to develop the fullest possible educational experience from school by promoting their sense of self, by coordinating with their families, by counseling with them, by coordinating with community efforts in their behalf.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Work closely with the Dean of Student Intervention to ensure physical, emotional and mental needs of all K-8 students are met and managed in a productive and efficient manner
2. Conduct individual, group and classroom setting counseling services to students
3. Attends case conferences, SIT meetings, PLC and leadership team meeting to help recommend placement and or corrective procedures for individual students.
4. Provide crisis intervention and management support to student, staff and parents
5. Teach skills in the classroom or other group settings concerning coping, social norms, HIB, human development, multi-cultural awareness and problem solving as outlined by the K-8 master counseling schedule
6. Promote monthly master scheduled awareness/behavior health themes throughout the building, school, career center and hallways.
7. To develop and deliver curriculum for Life Skills Class and scheduling community speakers which relate to topics of discussion.
8. Develop and oversee academic plans for all K-8 students; provide guidance and assistance to 7-8 students when selecting courses for scheduling purposes
9. Work closely with the High School Counselor to oversee and develop an academic master schedule for the 7-12 program; assure that schedules do not overlap
10. Assist the Dean of Student Intervention in leading the Student Intervention Team (SIT); provides follow up and feedback to intervention plans/needs of students as directed.
11. Participate in the Professional Learning Community process and weekly meetings
12. Maintains case records on all referred students
13. Advise and support the administration in program development
14. Works closely with the administration when making referrals to community resources
15. Participate in continuing education programs as required to maintain current certificate/credentials.
16. Meet monthly with LIBC partners to discuss needs, outcomes and collaboration opportunities as directed
17. Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Education, Human Services or related field; required
- Valid WA State Educational Staff Associate Certificate with appropriate endorsements.
- Previous experience as a school counselor; *preferred*
- Must have 1 year experience with technology
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Routine physical activities that are required to fulfill job responsibilities.
- Communication, instructional strategies that connect the curriculum to the learners, student management.
- Demonstrate cultural sensitivity in teaching and in relationships with students, parents, and community.
- Ability to inform, involve, and collaborate with parents and families to build strong school partnerships in the educational process.
- Establish and maintain open effective communication and good rapport with students, parents and school personnel.
- Must have extensive technology experience; ability to learn student data base systems
- Evidence of leadership skills, positive human relation skills and organizational/management skills.
- Knowledge of Special Education regulations
- Ability to inform and collaborates with parents and families to build strong school
- Ability to maintain confidentiality of records and information
- Knowledgeable with substance abuse prevention, intervention strategies with at-risk students, HIV/AIDs, sexual abuse, suicide and other behavior health impacts
- Evidence of leadership skills, positive human relation skills and organizational/management skills.
- Experience building a 7-12 master schedule.
- Ability to learn student data base systems

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.

TERMS OF EMPLOYMENT:

- All elements of this job description apply
- Salary depends on qualifications
- Temporary

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.