

# 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:** K12 School Counselor

*\*\*Re-Advertise\*\**

**OPEN:** February 22, 2021

**EXEMPT:** No

**SALARY:** LNS Teacher Scale DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full-Time (12 Month)

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Lummi Nation School

**SUPERVISOR:** K12 Principal

**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. Conduct individual/group counseling
2. Attends case conferences to help recommend placement and or corrective procedures for individual students.
3. Provide crisis intervention and management support to students, staff and parents physical and emotional well-being.
4. Teach skills in the classroom or other group settings concerning coping, social norms, HIB, human development, multi-cultural awareness and problem solving.
5. To develop and deliver curriculum for Life Skills Class and scheduling community speakers which relate to topics of discussion.
6. Develop and oversee graduation plans for all students; provide guidance and assistance to students when selecting courses
7. Oversee and develop an academic master schedule for the K-8 and 9-12 program; work closely with the K-8 counselor to assure that schedules do not overlap
8. Participate with the Student Intervention Team (SIT); provides follow up and feedback to intervention plan/needs of students.
9. Participate in the Professional Learning Community process.
10. Maintains case records on all referred students
11. Advise and support the administration in program development
12. Works closely with the Family Support Coordinator when making referrals to community resources
13. Participate in continuing education programs.
14. Meet monthly with LIBC partners to discuss needs, outcomes and collaboration opportunities
15. Other duties as assigned

**MINIMUM QUALIFICATIONS:**

- BA in Education, Human Services or Counseling
- Master of Counseling
- Valid WA State Educational Staff Associate Certificate with appropriate endorsements; preferred and willing and able to obtain
- 2 years of extensive technology experience and managing data base systems
- 2 years of experience building a master schedule
- 2 years of experience evaluating school transcripts to develop and manage graduation plans
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- 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.
- Training in substance abuse prevention and intervention with at-risk students
- 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

### **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.
- Proof of U.S. Citizenship.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School

### **EVALUATION**

- Performance of this job will be evaluated in accordance with provisions of policy on Evaluation of Professional Personnel.

### **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](mailto: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.