

WILLIAMS UNIFIED SCHOOL DISTRICT #2  
Position Available  
**INTERNAL JOB POSTING**  
***Employment Opportunity***

The purpose of this notice is to indicate that the following employment opportunity is available:

**K-8 Counselor**

10 Month

**D.O.E /Certified Salary Schedule**

Salary Level

**2024-2025 School Year**

Dates of Employment

**Until Filled**

Closing Date

**WUSD#2 is a small rural district in beautiful Northern Arizona that is committed to continuous improvement. We are seeking dedicated educators who possess a positive attitude, enjoy a collaborative environment, and care deeply about student success. WUSD#2 operates on a four-day school week.**

1. Counsel individual students to facilitate transition from home to school, to build positive attitudes, self-understanding, and self-reliance.
2. Provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career, and family concerns.
3. Serve as member/consultant of guidance team; participate in CST, 504, Individual Education Plan meetings, etc. as requested.
4. Participate in school advisory, school staff meetings, parent teacher meetings, community and school related organizations.
5. Organize and implement teacher training and/or in-service activities.
6. Assist the school site administration with counseling and guidance issues.
7. Identify and provide intervention strategies for students and their families, including case management and crisis intervention and collaborate with other community agencies as appropriate.
8. Assist in directing parents to competent resource personnel or community agencies when resources outside the school and home are needed.
9. Assist students to develop strategies for coping with personal crises.
10. Counsel and support students referred for poor attendance.
11. Assess mental health / social emotional needs of students and oversee the implementation of counseling goals and services in IEPs.
12. Participate in the team approach to providing mental health / social-emotional counseling services to qualifying students.
13. Maintain confidential ongoing counseling notes; observe and record student behavior ensure the effectiveness of the plan and provide case management as necessary.
14. Prepare reports and documents to support counseling services for students.
15. Provide individual and group counseling services
16. Develop and maintain counseling intervention programs to meet student needs.
17. Collaborate and communicate with school psychologists and mental health professionals from community agencies on an ongoing basis if needed.

18. Demonstrate sensitivity to various family and cultural patterns in counseling sessions.
19. Participate in and support activities which are conducive to a positive school climate.
20. Participate in professional growth activities such as classes, workshops, conferences, and school and District committees.
21. Conduct social skills groups in collaboration with the principal, classroom teacher, and/or other support staff.
22. Support the implementation of social emotional Tier 1, 2 and 3 through curriculum and supports.
23. form home visits as it relates to transient youth, wellness checks.
24. Perform other related duties as assigned.

**Knowledge of:**

- IEP Process
- Trauma informed practices
- Restorative practices
- Applicable federal and state laws, codes, regulations, policies, and procedures including mandates related to mental health services and Special Education Programs.
- Emotional needs of students and related counseling services.
- Behavior management strategies and techniques relating to students who experience atypical behavior.
- Behavior intervention methodology/techniques including positive behavior intervention strategies and regulations.
- Individual and classroom management techniques.
- Diagnostic instruments and their interpretation and application.

***To apply: Download Certified Staff Application at [www.wusd2.org](http://www.wusd2.org) or pick up application at the District Office: 636 S. 7 St. Williams, AZ (928) 635-4473 X 612, [nwatson@wusd2.org](mailto:nwatson@wusd2.org)***

**WILLIAMS UNIFIED SCHOOL DISTRICT IS  
AN EQUAL OPPORTUNITY EMPLOYER**

The Williams Unified School District affirms that it does not discriminate on the basis of race, color, national origin, religion, marital status, gender, age, veteran status, genetic information and testing, family and medical leave, sexual orientation, gender identity, expression or disability in admission or access to, or treatment or employment in its education programs or activities.

