



*Every Student Matters, Every Moment Counts*

**Morton School District #214**

PO Box 1219

Morton, WA, 98356

P: 360-496-5300 F: 360-496-5399

[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

**Morton Jr/Sr High School**

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

**Morton Intermediate School**

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

**Morton Elementary School**

400 Main Avenue

P: 360-496-5143 F: 360-496-0327

**Job Title: PK-6 Student Support Coordinator**

**Reports To: Elementary and Intermediate School Principals**

**Job Summary**

This position provides educational services in academic and guidance counseling to PK through sixth-grade students in an office and/or classroom setting. Instructs students, maintains student discipline, and is responsible for student counseling. Such duties may include counseling, identifying students with special needs, registering students, district and state assessment coordinator, and developing special programs. This position works closely with and supports as needed or directed by their supervisor, the 7-12 Student Support Coordinator.

**Essential Duties and Responsibilities**

Employees in this position perform some or all of the following tasks:

1. Follows and maintains knowledge of all district policy(ies) and procedures.
2. Aides students in course and subject selection and answers questions.
3. Work to resolve students' educational challenges.
4. Works to discover and develop the special abilities of students.
5. Works with teachers and staff to identify students with special needs and provides services or makes appropriate referrals for them.
6. Actively participates in and attends various school, district, regional, and state committees and trainings.
7. Provides student information to colleges, collegiate athletic organizations, military, and potential employers according to provisions of the Board's policy on student records.
8. Plan guidance field trips for interested students to schools, colleges, and industry fairs.
9. Make recommendations for admissions and scholarships.
10. Supervises student testing programs and assists students in evaluating their aptitudes and abilities by interpreting individual test scores and other pertinent data.
11. Coordinate the Suicide Prevention Program for health classes.
12. Works with students in evolving education and occupation plans.
13. Guides students in their participation in school and community activities.
14. Obtains and disseminates occupational information to students and classes studying occupations.
15. Works with students on an individual basis in the solution of personal problems.
16. Confers with parents, teachers, students, and the community when necessary.
17. Interprets the guidance program to the community, parents, teachers, and students.
18. Provides in-service training in guidance for teachers when directed to.
19. Advises administration and faculty on matters of student discipline.
20. Supervises students in hallways before, after, and between classes, in the library, at lunch, and at special events.
21. Assists administration in implementing policies and rules governing student life and conduct.
22. Promptly report any serious accident or illness affecting students or any incident that might affect the school, teachers, or students therein.

*The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)*

23. Uses a variety of instructional techniques and instructional media consistent with the needs and capabilities of the individuals or student groups involved.
24. Takes all responsible precautions to provide for students' health and safety and protect equipment, materials, and facilities.
25. Appropriately maintains and secures confidential records and inquiries.
26. Maintains appropriate certifications and training hours, as required.
27. Professional represents the school and the District in interactions with parents, community, staff, and students.
28. Works with staff and students in goal and responsibility development.
29. Plans and conducts trips between elementary and secondary schools to aid in transitioning for students.
30. Plans and conducts the graduation planning for high school seniors.
31. Serve as Superintendent designee as 504 coordinator.
32. Complies with applicable district, state, local, and federal laws, rules, and regulations.
33. Attends work regularly and is punctual.
34. Other duties may be assigned.

### **Marginal Duties and Responsibilities**

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks.

1. Attend in-service training.
2. Attend secondary staff meetings.
3. Reports issues to authorities as necessary, animal control, suspicious activity, etc.
4. Supervise students at lunch on the secondary campus.
5. Substitutes for other teachers, as necessary.
6. Substitutes for administration, as necessary.
7. Other duties may be assigned.

### **Supervisor Responsibilities**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment. This position may also supervise and direct the work of educational assistants and/or teacher aide(s).

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:** Prior successful experience working in a school setting, social services/counseling position, or with adolescent students. Current Washington State Teachers certificate. Bachelor's degree (B.A.) or equivalent from a four-year college or university or at least one-year related experience and/or training or equivalent combination of education and experience strongly preferred. Willingness to pursue appropriate counselor certification through an approved state program as determined by the district and Washington State's Office of Superintendent of Public Instruction is strongly preferred.

**Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas and contributing to building a positive team spirit; demonstrating ability to meet deadlines consistently; ability to multitask and handle several ongoing tasks without decline in performance; demonstrated ability to work with staff, students, and parents successfully.

**Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to respond to situations in a proactive manner. Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

**Computer Skills:** General knowledge of computer usage and ability to use email, internet and word processing software, spreadsheets, Google Docs, Microsoft Office, WSIPC, Skyward, and EDS. Ability to type accurately and proficiently.

**Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of all district students. Possess knowledge of effective behavior management methods. Ability to meet timelines and exercise good judgment while working in a dynamic environment.

**Certificates, Licenses, Registrations:** Certificates as determined by the district, including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid and current teaching, administrative, or counseling certificate endorsed through OSPI. Must have a valid Washington Driver's License.

### **Physical Demands**

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or free, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or crouch. The employee must lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, the ability to adjust focus, and peripheral vision.

### **Work Environment**

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The work environment combines a standard office setting, including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate but occasionally high, depending upon the student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

### **Other**

n/a

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) whenever it deems advisable.