



# HERITAGE

Community Charter School  
1803 E. Ustick Road, Caldwell, ID 83605

Office: 208-453-8070  
Facsimile: 208-453-8077

## **K-8 School Counselor Job Description: We are seeking a part time School Counselor to join our team for the 2024-2025 school year!**

### **Job Description:**

Part time school counselor (approximately 20 hours/week) will deliver guidance lessons to elementary students, facilitate counseling groups, connect with individual students and provide support to students in our after school program (2-3 days/week), etc.

### **Responsibilities:**

- Collaborate with the full-time school counselor to implement a site-based counseling program that aligns with the ASCA model for school counseling programs including classroom guidance lessons; topical counseling groups for those students who need more intervention; and short-term individual counseling.
- After school program coordinator (homework help and social/emotional groups)
- Make referrals to community resources for continued services as needed
- Collaborate with parents, educators and community resources to support student achievement and success
- Assist in building-level intervention processes such as MTSS and PBIS
- Support with case management of Section 504 plans
- Provide consultation, coordination and referral support for school staff and parents
- Assist in crisis intervention, management and referral
- Support programming across the disciplines and grades to develop the achievement of building-level goals and to create a positive and safe learning environment for students and staff
- Adhere to all state, federal and district laws and policies pertaining to students' education and well-being including maintaining and securing records and protecting the confidentiality of students' records and release of personal data
- Follow professional guidance delineated in the Ethics Standards of the American School Counselor Association and the American Counseling Association

### **Requirements:**

- Certification through the State Department of Education as a School Counselor
- Masters degree required in School Counseling

Complete the application at: [https://www.heritagecommunitycharter.com/get\\_involved/employment](https://www.heritagecommunitycharter.com/get_involved/employment). Please provide the application, resume and letters of reference to the front office at 1803 E. Ustick, Caldwell, ID 83605 or send via email to Shantell Mullanix, Principal/Executive Director at [smullanix@hccs481.org](mailto:smullanix@hccs481.org).