



NOVATO CHARTER SCHOOL  
940 "C" Street, Novato, CA 94949  
Ph: 415-883-4254 | Fax: 415-883-1859  
[www.novatocharterschool.org](http://www.novatocharterschool.org)

## POSITION ANNOUNCEMENT School Counselor

Deadline to submit and how to Submit: Please email a letter of interest, resume, and the contact information for three professional references who are familiar with your work as a teacher to: Karina Haedo at [khaedo@nUSD.org](mailto:khaedo@nUSD.org)

Starting Salary: Competitive Compensation & Benefits Based on full time status

Qualifications: Please see attached job description

Work Year: 180 days (Calendar 9605) 11 month/school year

Application Procedure:

- Letter of Interest
- Resume
- Three Letters of Professional Reference (within last year)
- Required Certificate and/or Credential

Pre-Employment Requirements:

- Fingerprinting
- Tuberculosis Test
- Mandated Reporter
- COVID - 19 vaccination as defined by the California Department of Public Health or agree to weekly testing when recommended by marin co public health

*Novato Charter School prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.*

*For questions, concerns or complaints, please contact the Title IX Compliance Officer: NCS Executive Director 940 C Street, Novato, CA 94949; (415) 883-4254; [NovatoCharterHR@NUSD.org](mailto:NovatoCharterHR@NUSD.org)*



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**TITLE:** School Counselor

**BENEFITS:**

Competitive Compensation & Benefits Based on FTE

**CLASSIFICATION:** Confidential

**QUALIFICATIONS:**

We seek candidates who have high academic standards, the ability to respect and engender the respect of students of all ages, the knowledge, skills, and enthusiasm to engage students of all temperaments and ability levels, and the interpersonal skills to work collaboratively with colleagues, administration, and parents. Strong skills in art, music, and/or drama are highly desired for faculty positions. We recommend that all applicants review our [Website](https://novatocharterschool.org/) (<https://novatocharterschool.org/>) and Core Values and Mission Statement.

**JOB SUMMARY:**

The School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate a comprehensive counseling program, the Elementary Counselor must work closely with the other staff and administration of NCS.

**DUTIES AND RESPONSIBILITIES:**

- Provides direct individual and/or group counseling (or teletherapy) to address educationally-related social and emotional concerns and appropriately refers students to community mental health specialists when longer-term or broader intervention is appropriate
- Maintain confidentiality of student records and uphold the highest level of integrity and confidentiality when discussing student information
- Communicates regularly with families regarding individual student needs
- Advises and counsels students regarding academic, educational, and short-term social and emotional problems including the development of individualized goal setting and progress monitoring
- Remains universally accessible and makes an effort to know every student for whom they are responsible
- Consults, facilitates, and maintains communication with parents, teachers, administrators, and pertinent agencies on specific student and parent academic matters including academic modifications and/or accommodations
- Participates on a Student Support Team and universal screenings in the school's MTSS model to identify students who may need targeted or intensive services and progress monitoring
- Participates as a member of an IEP team for students who are receiving or may need designated counseling services
- Assists in the development, monitoring, updating, and communication of counseling-related IEP goals
- Assists students/parents in understanding school policies and procedures
- Is an integral part of the school's crisis response team under the direction of the Director
- Meets weekly with the Student Services Coordinator
- Participates, when asked, in whole-class support circles and instruction in mental health lessons
- Implement inclusion-type activities for individual students in the general education classroom such as social-skills training or positive behavior skill development
- Other duties as assigned

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#### OTHER DUTIES:

- Perform related duties as assigned

#### KNOWLEDGE OF:

- Knowledge of, interest in, and sensitivity to individual differences among students including intellectual and physical ability, culture, gender, race, and sexual-orientation.
- Working familiarity with student assessment tools, especially in evaluating and interpreting standardized test results.
- Knowledge of educational software including Special Education Information System (SEIS).
- Knowledge and training in Restorative Practices
- Be flexible; work in an atmosphere of unpredictability and challenge; examine one's own knowledge and seek out opportunities for professional development; function as a member of a professional team; and function as a role model for children and parents.

#### ABILITY TO:

- Ability to organize tasks and manage time to meet many and varied deadlines and communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive.

#### EDUCATION AND EXPERIENCE:

- Hold, at minimum, a Master's degree in counseling
- Meet California certification/licensure standards to work with school-age children (ages 5-21)
- Registered AMFT or pending AMFT
- Uphold ethical and professional standards specific to the affiliated degree
- Preferred training/knowledge/experience in Waldorf education and pedagogy

#### OTHER REQUIREMENTS:

- Department of Justice Fingerprint Clearance
- TB Clearance
- COVID - 19 vaccination as defined by the California Department of Public Health or agree to weekly testing when recommended by Marin County Public Health.

#### ENVIRONMENT:

- Indoor and outdoor work environment
- Seasonal heat and cold or adverse weather conditions

#### PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and various tools and equipment.
- Seeing to read, prepare, and assure the accuracy of a variety of materials and perform maintenance duties.
- Hearing and speaking to exchange information in person or on the telephone.
- Lifting, carrying, pushing, or pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders, and horizontally
- Bending, crouching, kneeling, and stooping
- Walking, sitting, or standing for extended periods
- Heavy physical labor

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**POTENTIAL HAZARDS:**

- Potential exposure to/direct contact with bodily fluids/bloodborne pathogens.

**DIRECT REPORTS:** Special Education Coordinator

**REPORTS TO:**

Student Services Coordinator

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