



## Exhibit A

### Job Description: School Counselor and Family Engagement Specialist

**Reports to:** Executive Director

**Job type:** Full-Time

**Work setting:** In-person

**Schedule:** Mondays – Fridays during the school year

**Time:** 7.15 am – 3.15 pm

**Length of employment:** ASAP - 6/14/24

**Classification:** Exempt

**Rate:** \$40,000 - \$44,000 DOE

#### Summary:

Under the supervision of the Executive Director, this position collaborates with the Vice Principal and Administrative Team to build a school-wide culture of belonging. Under supervision of the Executive Director, the School Counselor leads the Behavioral Team in development of the school's PBIS and SEL programming; is active in the RTI / EBIS process; manages 504s and student behavioral plans; provides direct behavioral support; facilitates suicide, bullying, and abuse investigations and reporting; manages the Backpack Buddies program, and serves as liaison to the PSO to provide supports for students and families.

#### Responsibilities (include, but are not limited to the following duties):

- Community Liaison:
  - Serve as a liaison between student, home, school and community services
  - Conduct outreach to parents to encourage their participation in school activities: PSO, volunteer, Parent/Teacher conferences, school events
  - Conduct home visits as needed, facilitate and support teacher home visits
  - Create and update list of family support resources posted on school website
  - Plan and execute community events and workshops/trainings based on family/community needs
  - Conduct community outreach to create more awareness of MITCH as an educational opportunity
  
- Data Collection:
  - Review attendance data, conduct multi-level data collection via surveys, classroom observations and empathy interviews
  - Manages 504s for qualifying students. Attends all 504 parent and/or team meetings; maintains accurate and timely records.
  - Develops & implements student support plans and monitors / reports student progress on a regular basis.
  - Work closely with the Reading Interventions Specialist, Literacy Specialist
  
- Programming:
  - Plan interventions and collaborate with staff to support students who are exhibiting lack of engagement of chronic absenteeism; build attendance incentives



- o Plan SEL interventions and collaborate with staff to support students one-on-one or in small groups
- o Collaborate with staff to create whole class SEL lessons and culturally responsive teaching practices specific to the needs of the children
- o In conjunction with Admin, facilitate 504 meetings and collaborate with teachers to ensure student modifications are implemented
- o Assist in managing the RTI / EBIS processes to identify students in need of further assessment and/or enrichment or intervention including Section 504 evaluations.
- o Attend all EBIS meetings
- Additional work
  - o Carlines help if needed
  - o Recess help if needed

**Qualifications:**

Knowledge:

- A bachelor’s degree from an accredited University (required);
- A current (or currently pursuing) master’s degree in school counseling or social work (preferred). Could be an opportunity for currently enrolled master’s students.

Skills and experiences (preferred):

- Experience teaching early childhood education.
- Experience with restorative justice, culturally responsive practice, trauma-informed care.

Other requirements

- Must pass background check.
- Must pass sexual conduct background check.

**Work Conditions / Physical Requirements**

|                 |     |
|-----------------|-----|
| Standing        | 40% |
| Sitting         | 40% |
| Bending/Lifting | 20% |

**Compensation/Benefits:**

In addition to the annual salary rate, which is paid for days when students are in the building for instruction, indicated on school calendar, MITCH offers:

- Medical insurance
- Dental insurance
- Vision insurance
- \$350.00/m earning benefit if insurance is waived
- Financial support for position specific professional development
- Paid holidays and school breaks
- 6 days paid time off (will be prorated based on contract days)



- Pension plan through Oregon PERS (if eligible)
- Employee discount
- Employee assistance program (EAP)
- Educational perks

### **About MITCH**

MITCH CHARTER SCHOOL is in its 20th year of partnership with TTSD as a public charter school with an agricultural focus. We are a small school of about 250 students and a committed staff of 24. Our teachers come from diverse walks of life and educational experiences. Class sizes range from 15-25, and our teachers work closely in grade level teams to develop dynamic educational experiences for students to engage in personal growth and critical thinking. Our community is leaning into the early stages of our journey to provide equitable educational experiences for every student. The school hosts a vegetable and flower garden, rain garden, and a 20x20ft. greenhouse. Partnerships with local agricultural cooperatives and service-based organizations create learning opportunities that are unique to MITCH.

### **Disclaimer:**

This position description in no way states or implies that these are the only duties to be performed in this position. Employees are required to follow instructions and to perform other job-related duties at the Executive Director's request. The Board of Directors may modify this description at its discretion.