



Meridian Technical Charter High School
3800 N. Locust Grove
Meridian, ID 83646
Phone: (208) 288-2928
Fax: (208) 288-5685
www.mtchs.org

Secondary Counselor

Questions? Contact: craig.miller@mtchs.org

Position: Certified School Counselor Grades 9-12

Closing Date: March 22, 2025

FTE: 1.0

Calendar: 197 days

Location: Meridian Technical Charter High School (Not West Ada School District)

PURPOSE

The Meridian Technical Charter High School Counselor reports to the Charter Administrator and will provide specialized programs and services for students, parents, teachers, and administrators to help each student reach their academic, social, emotional, and technical skill potentials. This role will assist students and parents with the development of post-high school education and technical career plans, including certifications, apprenticeships, and specialized college programs, to meet the goals defined by students. As a small school, the counselor wears many hats, some of which may be non-traditional to a counselor job.

PERFORMANCE RESPONSIBILITIES

- Develop and maintain a written plan for effective delivery of the school counseling program based on the Idaho Comprehensive School Counseling Program, utilizing current site data and incorporating the unique needs of a technical charter school.
- The primary function of the high school counselor is to provide personal, social, educational, and technical guidance.
- Develop and implement activities that promote positive personal, social, and technical skill development.
- Provide individual counseling services, referral information, and crisis intervention services to students, parents, and staff, with a focus on addressing the pressures of a rigorous technical environment.
- Coordinate services, delivery of enrollment information to facilitate course selection, including technical electives, dual enrollment opportunities, and certifications.
- Provide information regarding available curriculum opportunities, including industry-specific certifications and technical training.

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- Develop educational long-range plans that incorporate technical career goals and post-secondary education.
- Coordinate testing where appropriate, including state exams and college placement tests.
- Assist with recruiting students.
- Perform registrar duties.
- Responsible for 504's and part of the student intervention team including tutoring services, IEP's and EL plans.
- Provide information on State of Idaho and district graduation requirements, with a focus on technical graduation options and requirements for industry certifications.
- Provide information on dual enrollment opportunities with local colleges, and associated testing requirements..
- Familiarize students and parents with services and resources to support students in monitoring their successful progress towards graduation and career goals.
- Other duties as assigned.

COMPETENCY REQUIREMENTS

- Knowledge of:
 - Idaho School Counselor Association Comprehensive Model and the A.S.C.A. National Model.
 - Counseling theories, techniques, professional and ethical standards with specific emphasis in the area of confidentiality.
 - Understanding the role of the school counselor and the school counseling program in the school crisis plan.
 - Instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles.
 - Human behavior, performance, and mental processes and the assessment and treatment of behavioral and affective disorders.
 - Group behavior and dynamics, societal trends and influences, and cultures.
 - Assessments and interpretation techniques for educational and technical career planning.
 - Technical certifications and their associated testing requirements.
 - Dual enrollment programs with local colleges.
 - Leadership, collaboration, conflict resolution, planning, and organization techniques and practices.
- Ability to:

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- Provide effective counseling services, including grief and bereavement counseling.
- Communicate effectively verbally and in writing with a positive professional attitude.
- Utilize active listening skills, identify the nature of a problem, identify feelings, and guide individuals towards a solution.
- Identify feelings, symptoms of stress, abuse, addiction, depression, and appropriate coping skills.
- Utilize multiple approaches when learning or teaching new things.
- Teach or guide others to approach things differently.
- Maintain important records efficiently and accurately and to prepare clear and concise reports.
- Maintain confidentiality of information processed or prepared.
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties.
- Establish and maintain effective working relationships with other employees, supervisory personnel, students, parents, and referral sources, including industry partners and college representatives.
- Handle interruptions, prioritize work, and return to and complete tasks in a timely manner.
- Perform time management and scheduling functions, meeting deadlines, and setting project priorities.

QUALIFICATIONS

- Pupil Personnel Services Certification, K-12 Counselor.
- Experience in career and technical education (CTE)/career counseling preferred.
- Knowledge of industry certifications and college programs.
- Teaching and/or counseling experience preferred.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal conversation and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work and assessments, prepare and review documents, and organize documents and materials;

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- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lifting or moving objects that weigh up to 25 lbs.;
- Job tasks require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting and grasping;
- Must have a valid Idaho Driver's license and a vehicle to drive and/or must provide own transportation for job related activities.

EVALUATION

- Yearly by supervisor.

TERMS OF EMPLOYMENT

- To be determined by calendar year. Regular attendance is an essential function of this job.
- As per Idaho Code 65-5-1/65-503: "Eligible veterans are provided advantages in public employment in Idaho..."

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