

**CANYON-OWYHEE SCHOOL SERVICE AGENCY
JOB DESCRIPTION**

TITLE: COSSA Academy Certified Counselor

TERMS OF EMPLOYMENT: The work schedule is to be established by the COSSA CEO and the COSSA Board. Daily work schedule includes a minimum of eight (8) hours per day on-site assignment (typically 8:00 a.m. – 4:00 p.m.). The employee/employment is at all times subject to the rules, regulations, and policies of the Agency as have been promulgated by the COSSA Board of Trustees and each employee is held responsible for having knowledge of such rules, regulations, and policies.

IMMEDIATE SUPERVISOR: COSSA CEO

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Certification as a Standard Secondary Teacher endorsed in a specific subject area applicable to COSSA Academy
3. Working knowledge of student management software (Powerschool) supervisory and office procedures.
4. Working knowledge on software applications and technology use.
5. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES:

1. School counselor - schedules & scheduling (see Registrar's duties for details) - 4-, 6-, and 8-year plans - referrals to WIA - preventive and responsive counseling services - Summer School - National Clearinghouse data management - enrolling new students
2. Testing Coordinator and Administrator (COMPASS, ASVAB, ISAT, SBAC, SAT)
3. Tech Prep Coordinator
4. Class Advisor (as assigned)

EVALUATION:

Evaluations are conducted by the COSSA CEO in accordance with Idaho Code.