

**HILLSBORO SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**Student Support Wellness Counselor**

**IMMEDIATE SUPERVISOR      Building Administrator**

**GENERAL DUTIES**

Works under the direction of the building principal to advise and support students at risk for disengagement, including those impacted by mental health and behavioral challenges, absenteeism, and substance use. The counselor will work in coordination with building counselors, admin and other school staff to facilitate early identification programs. Student Support and Wellness Counselor provides social/emotional support to students and integrates mental health and substance use prevention and intervention services. The student support and wellness counselor confers with teachers, grade-level counselors, specialists and administrators on wraparound support for students and facilitates the linkage to relevant district and community resources and programs. Additionally, the counselor engages and collaborates with families and community providers to coordinate support for students, including planning and participating in conferences to ensure comprehensive, aligned services that address students' academic, social, and emotional needs.

**REQUIRED QUALIFICATIONS**

- A. A valid State of Oregon School Counseling License, or Oregon Professional Counseling License, or have a Master's degree in Social Work with an appropriate Oregon professional license
- B. A minimum of a Bachelor's degree from an accredited institution
- C. The ability to follow oral and written instructions
- D. The ability to effectively work and communicate with students, parents, and school personnel from diverse cultures and/or backgrounds
- E. The ability to work harmoniously with others
- F. Proficient oral and written communication skills in English
- G. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- H. The ability to learn new automated systems as they are brought online by the District
- I. Experience in professional education
- J. Knowledge of effective guidance techniques including groups and individuals
- K. Experience working with at-risk student populations
- L. Strong understanding of academic options for youth, including high school and postsecondary supports

**ESSENTIAL RESPONSIBILITIES**

- A. Cultivate and model a respectful, inclusive working and learning environment.
- B. Annually complete the District's required online training by the assigned due date.
- C. Follow site and/or District protocols for reporting absences.
- D. Maintain current licenses and/or certificates required for the position.
- E. Utilize the District's electronic systems and applications related to the role.
- F. Serve as a referral resource, facilitating connections to social service agencies, district programs, and community resources.

- G. Serve and guide identified target students at risk for disengagement due to mental health, behavioral challenges, absenteeism, or substance use.
- H. Coordinate and support counseling and early identification programs.
- I. Advise target students regarding school-related barriers, as well as family concerns, social-emotional needs, and mental health challenges.
- J. Integrate, coordinate, and support mental health and substance use prevention, intervention, and referral services.
- K. Follow district suicide prevention and intervention protocols, including conducting risk screenings, developing support plans, and completing follow-up tasks to ensure student safety and well-being.
- L. Maintain accurate, up-to-date records and reports related to student support and services.
- M. Attend CARE Team, Attendance Team, and Student Support Process meetings as needed to collaborate on student support strategies.
- N. Engage and collaborate with families and community providers to coordinate comprehensive support for students, including participation in parent engagement activities.
- O. Conduct home visits as needed to support student well-being, engagement, and connection to resources.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

### **PHYSICAL REQUIREMENTS**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

| <b>Physical Requirements</b> | <b>NA</b> | <b>R</b> | <b>O</b> | <b>F</b> | <b>C</b> |
|------------------------------|-----------|----------|----------|----------|----------|
| Sitting                      |           |          |          |          | <b>X</b> |
| Stationary Standing          |           |          | <b>x</b> |          |          |
| Walking (level surface)      |           |          |          | <b>X</b> |          |
| Walking (uneven surface)     | <b>X</b>  |          |          |          |          |
| Crawling                     | <b>X</b>  |          |          |          |          |
| Crouching (bend at knees)    |           | <b>X</b> |          |          |          |
| Stooping (bend at waist)     |           | <b>X</b> |          |          |          |
| Twisting (knees/waist/neck)  |           |          | <b>X</b> |          |          |
| Turn/pivot                   |           |          | <b>X</b> |          |          |
| Climbing (stairs)            |           | <b>X</b> |          |          |          |
| Climbing (ladder)            | <b>X</b>  |          |          |          |          |
| Reaching overhead            |           |          | <b>X</b> |          |          |
| Reaching extension           |           |          | <b>X</b> |          |          |
| Repetitive use arms          |           |          |          | <b>X</b> |          |
| Repetitive use wrists        |           |          |          | <b>X</b> |          |

|                                                    |   |   |   |  |  |
|----------------------------------------------------|---|---|---|--|--|
| Repetitive use hands grasping                      |   |   | X |  |  |
| Repetitive use hands squeezing                     |   |   | X |  |  |
| Running                                            |   | X |   |  |  |
| Fine manipulation                                  |   | X |   |  |  |
| Using foot control                                 | X |   |   |  |  |
| *Pushing/Pulling - Maximum weight: <b>40</b> lbs.  |   | X |   |  |  |
| *Lifting/Carrying - Maximum weight: <b>40</b> lbs. |   |   | X |  |  |

\*Identify items typically moved:

### **WORKPLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, and District patrons

### **EMPLOYEE STATEMENT**

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

---

Employee Name (print)

---

Employee Signature

---

Date

Pay Grade: Based on salary agreement

Last Revised: July 2025