

## Maḥpíiya Lúta Owáyawa ES Certified Counselor Job Description

### Position: High School Counselor/Mental Health Counselor

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#### Vision

To be a Thriving and Renowned Community of Learners Grounded in Lakḥóta and Catholic Beliefs, Values, and Practices

#### Mission

To promote a thriving community of learners grounded in Lakḥóta and Catholic Beliefs, Values, and practices that cultivate our capacity to love and serve in a diverse and rapidly changing world.

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#### Position Summary:

The counselor will work directly with students in one-on-one and in-class settings based on current student needs. The counselor will provide individual counseling with an emphasis on coping skills and mental health, assisting students as they work towards healthy life choices. The counselor will lead the process of teacher and student scheduling. The counselor also regularly consults with the principal and provides support to school leadership and school administration.

#### Primary Responsibilities:

##### Student Counseling & Support

- Provide comprehensive mental health counseling to high school students, addressing challenges including trauma, depression, anxiety, self-injury, suicidal ideation, substance use, peer relationships, academic disengagement, and family dynamics.
- Deliver individual and group counseling sessions, ensuring timely completion of counseling obligations, especially for students referred due to policy violations or self-reported substance use.
- Maintain confidentiality and uphold mandatory reporting requirements in all counseling situations. Communicate effectively and sensitively with parents/guardians regarding student progress and concerns when appropriate.

##### Scheduling & Academic Support

- Lead the development of the **Teaching Master Schedule** and coordinate the **student course scheduling process**, ensuring alignment with staffing, student needs, and academic planning.
- Collaborate with the principal on teacher staffing decisions, schedule design, and resolving scheduling conflicts.
- Work with faculty across all grade levels to identify and support academically struggling students.
- Conduct credit audits and make admissions recommendations for potential transfer students.

##### Substance Use Counseling

- Provide targeted counseling services for students involved in substance use, including those who self-report or violate school policy.
- Facilitate structured group counseling sessions and ensure documentation and completion of mandated counseling requirements.

##### Leadership & Coordination

- Collaborate regularly with administration, teachers, and staff to address student behavior, mental health crises, and disciplinary issues through supportive interventions.
- Participate actively with Department Chairs by attending biweekly meetings.
- Coordinate and oversee the **Healthy Life Choices Series**, offering annual presentations to address critical adolescent issues.

##### Additional Duties

- Attend and contribute to staff meetings and student retreats when available.
- Participate in 8th-grade recruitment efforts and transition support for incoming freshmen.
- Provide crisis counseling support to other schools on the reservation when needed.
- Support extracurricular activities through supervisory responsibilities, if needed.
- Maintain regular consultation with the principal regarding challenging student, teacher, and family situations

##### Qualifications

- Master's Degree required
- SD Certification required

