



# MESCALERO

**“Apache”**

# SCHOOL

P.O. Box 230, 249 White Mountain  
Mescalero, New Mexico 88340  
Phone: (575)464-4431 Fax (575) 464-0053



*“Mescalero Chiefs”*

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## **POSITION VACANCY ANNOUNCEMENT**

### **MIDDLE SCHOOL COUNSELOR.**

#### **Responsibilities:**

- Develop and implement a comprehensive guidance and counseling program for students who attend the Mescalero Apache School which meets or exceeds all accrediting agency requirements and which is designed to provide comprehensive services to meet student holistic needs, interests and goals.
- Conduct guidance classes and/or workshops, conferences and training sessions for individual counseling for students which are designed to increase their understanding and knowledge of and individual skills and abilities in problem solving, goal-setting, decision making, inter and intra-personal communications, conflict resolution, career of education/training identification, substance abuse, self-esteem, personal growth and development and cultural identity.
- Coordinate the identification and administration of required assessments for students to include: ACT, SAT, PSAT, NM-MSSA, NM-ASR, self-concept assessment, career inventory and assessment, psychological and other identified authentic assessments (i.e., education) developed by the school.
- Coordinate and conduct training sessions for staff, parents and other community members in areas of personal growth and development to include parenting skills, motivation, self-esteem, communication skills, problem solving, decision making, cultural identity, and other areas of focus that are designed to enhance the support system and advocacy for students at the school.
- Provide assistance in policy and procedure creation through the Superintendent on matters related to the provision of a quality counseling and guidance program for the students attending the school.
- Maintain information regarding students in a confidential matter in accordance with Privacy Act, Confidentiality Act, the counseling profession’s ethical requirements and other applicable standards and requirements
- Maintain accurate and current data and information on all students and work with the Principal to disaggregate data on discipline, scholarships, graduation rates and drop-out rates.
- Monitor and provide assistance to the school regarding student attendance by contacting parents/guardians as needed.
- Make schedule changes in NASIS for students.
- Be knowledgeable with NASIS- student’s grades, behavior, parent contact info., attendance, counseling, and finding students on NASIS.
- Provide students with advisement and information regarding career interests and education/training requirements, assistance in securing financial aid for vocational and/or post-secondary education and training, assistance with military placement and information on employment. (HS Counselor)
- Refer students with severe problems to appropriate community resources and agencies in consultation with their parents.
- Conduct duties in accordance with the School Board’s policies and procedures, the job description and from time to time, directed by your immediate supervisor.
- Conduct orientation with staff, students and parents on a regular basis regarding services, outcomes and resources of the counseling program and other supplementary services that are intended to assist the students in their development.
- Ensure that individual endeavors are complimentary to the standards of the counseling profession and to the nature of respected individuals, including demonstrated positive behaviors in the community as well as in the school environment.
- Plans for annual testing schedules and requirements for the various grades and inform administration, staff, parents and students of such schedules.
- Coordinate the planning of career days at the school
- Informs school administration of the various functions and activities planned for the year so as to be placed on the school’s master calendar.

- Plans with and informs parents of the important dates for students who will be graduating, especially those dates that might require prior notice by parents and students. (HS Counselor)
- Maintains a working relationship with all community agencies (ie: Systems of Care, Social Services, etc.) to ensure student needs are met outside of the school environment.
- Keeps current with technical advances at MAS.
- Perform other duties as may be assigned.
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## **Minimum Qualifications:**

- Minimum of an Master's Degree in Guidance and Counseling with appropriate New Mexico Public Education License endorsed in School Counseling.
- Must have demonstrated competency in conducting individual and group counseling, program development, guidance program administration, career and academic assessment, psychological assessment, career assessment, post-secondary education/training interest assessment, and post-secondary financial information offering
- Minimum of three (3) years successful counseling experience.
- Have the ability to cooperate with staff, parents/guardians, administration and community.
- Be able to demonstrate effective communication skills.
- Have the ability to develop rapport with students.
- Be able to analyze and offer problem-solving techniques.
- Have patience.
- Be able to empathize and understand students' concerns.
- Have good oral and writing skills
- Posses a valid New Mexico drivers license.
- Recommended that the employee have training in self-defense tactics.
- Must be able to lift a minimum of 50 pounds.
- Knowledge of the Mescalero Apache people and their culture.
- Will be required to pass drug test upon employment, then randomly when selected.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.
- All positions require background investigation pursuant to P.L. 101-647 to determine suitability for employment and as condition of employment.

## **Key Relationships:**

- Position reports to the School Principal
- Must establish relationships with other school counselors, social workers, parents and students.
- May on occasion, have to meet and interact with local Law Enforcement, Child Protection Teams and Social Service Agencies
- Interacts with all staff in attempts to meet student needs
- Interacts on a constant basis with students.

## **TERMS OF EMPLOYMENT:**

- Ten Month Contract
- Salary shall be in accordance with the Salary Schedule, years experience and education attainment.

## **Working Conditions:**

- Work is accomplished within a school environment.
- May involve long hours of work on certain days (i.e., more than the eight-hour day, evenings, weekends)
- Work may become stressful at times, depending on situations that affect students needs and workload
- Must be flexible in working with different needs of different students
- May be faced with situations where parents are involved and are not always agreeable or comfortable with what's being proposed regarding their child.
- Will be called upon to work with difficult or unruly students from time to time.
- May need to make home visits to student homes.
- May be faced with situations where employee will be asked to meet with Tribal Court, Tribal Police, Tribal and/or County Social Services.

**Applications will be accepted until Filled.**

- ALL positions require background checks and clearance from any criminal charges prior to employment.
- Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.
- All positions require initial drug testing upon hire, then random monthly drug testing.
- Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.

Applications available at the MAS Administration or on our website: [maschiefs.org](http://maschiefs.org)

Applications can be returned by mail, fax to 575-464-0053 or emailed:[lindsey.pellman@mescalero.org](mailto:lindsey.pellman@mescalero.org)