



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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VACANCY

ELEMENTARY SCHOOL COUNSELOR

Primary Functions: To provide students in the elementary school (grades Pre-K through 5) with a well-rounded guidance and counseling program that meets the expectations and standards of the School Board, parents, the New Mexico Department of Education and all accreditation standards.

Responsibilities:

- Develop and implement a comprehensive guidance and counseling program for grades Pre-K through 5 of the Mescalero Apache School which meets or exceeds all accrediting agency requirements and which is designed to provide comprehensive services that address the holistic developmental needs and interests of students.
- Conduct age and developmentally-appropriate guidance, counseling and training classes and session to students which are designed to increase their understanding and knowledge of and individual skills and abilities in problem solving, goal setting, decision making, relationships, inter- and intra-personal communications, conflict resolution, substance abuse, self-esteem, personal growth and development and cultural identity.
- Coordinate the identification and administration of required assessment for grade K-5 students to include self-concept assessment, career inventory and assessment, psychological and other identified authentic assessment (i.e., education) prosoues developed by the school.
- Provide for the conduct of individual and group counseling sessions for grade K-5 students to assist them in their problem solving and decision making efforts.
- Coordinate and conduct training session 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 Principal on matters related to the provision of a quality counseling and guidance program for the students attending the school.
- Maintain data and 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
- Provide advocacy to students in their efforts to access and acquire supplemental services to meet their needs from school, local and other resources (i.e., medical, dental, psychological) available to students.
- Ensure coordination and development of school guidance and counseling services with those provided by other school counselors.
- 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 a counseling and guidance program that meets or exceeds the requirements of the school board, the state department of education, parents, accrediting agency and school administration.
- Plans with teachers and parents a program for students whom have special and unique needs and provides feedback on a regular basis.
- Plans and schedules training and classes for students and other individuals that is in need of these particular services.

- Has the responsibility to plan for a comprehensive program in guidance and counseling and keep the supervisor informed of such plans, progress, etc.
- Keeps current with technical advances at MAS.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Perform other duties as may be assigned.

Minimum Qualifications:

- Must possess a valid New Mexico Public Education License in School Counseling
- Must have demonstrated competency in conducting individual and group counseling, program development, guidance program administration, academic assessment, conduct of guidance classes, knowledge of local and other supportive resources for students.
- Minimum of three (3) years successful counseling experience in an elementary setting.
- 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
- Possess 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.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly 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 Elementary 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 in grades Pre-K through Grade 5

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 be called out to children's homes as needed in order to correct situations involving students.
- 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**

**Applications can be returned by mail, fax to 575-464-0053 or email:
lindsey.pellman@mescalero.org**