

SCHOOL COUNSELOR

Description of Position

Under general supervision of the Executive Director, provides psychological counseling services to a diverse student population which includes Special Education students identified to receive these services.

Major Duties and Responsibilities

1. Help students plan long range and short range educational and career goals.
2. Register students each year and arrange necessary program adjustments.
3. Counsel students and inform authorized personnel regarding students' school progress, attendance, personal and social adjustment, career aptitudes, interests and opportunities.
4. Assist in the testing programs and interpret the results to those entitled to such information.
5. Assist in the selection and screening of students for special programs.
6. Be responsible for the individual guidance file of each student.
7. Make referrals to appropriate community agencies.
8. Help with the orientation of new teachers.
9. Communicate with teachers regarding disposition of their referrals.
10. Investigate and process behavioral referrals and take appropriate action.
11. Provide career guidance whereby students have experiences, which will aid them in making career choices.
12. Investigate and implement charter school policy in emergency situations which occur or are discovered in the school setting, acting upon requests of the school administrators, and working with parents, legal authorities, medical doctors, and others concerned.
13. Assists in the development of behavioral goals and objectives and participates as an IEP team member to determine eligibility and placement needs of students referred for counseling services.
14. Consults with parents, teachers and representatives of community agencies regarding students.
15. Serves as an advisor and assists in planning and implementing counseling programs for Special Education students.

16. Serves as an advisor and assists in planning and implementing programs that strengthen the skills of personnel serving Special Education students.
17. Counsels with students on a selective basis both individually and in groups.
18. Reviews and evaluates all counseling services referrals.
19. Completes referral forms for students referred to the Department of Mental Health for counseling services.
20. Disseminates information to the Special Education Staff and parents regarding counseling services in the school and community agencies.
21. Performs other duties as assigned.

QUALIFICATIONS:

A valid California Secondary Teaching Credential and/or a California Pupil Personnel Services Credential