



Date Adopted:

Salary Schedule: 5

Job Description K-8 SCHOOL COUNSELOR

BASIC FUNCTION

Under the direction of site administrator to provide counseling and guidance services to students; manage the Counseling Services Program; identify and counsel students with special needs and behavioral social and school adjustment problems; make referrals to other community resources, support groups and social service agencies as appropriate.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Provide, group and classroom guidance counseling to students; confer as needed with parents, teacher and others regarding student needs including orientation, improvement of study habits, occupational planning, program plans, group testing and school achievement and school wide positive behavior plans.
- Identify and counsel a variety of students with special needs including social, emotional, or behavioral problems and students in various phases of their personal and educational adjustment.
- Refer students to social service and governmental agencies, support groups and other community resources as appropriate; consult with law enforcement agencies regarding students as necessary. Maintain current knowledge of community resources and recent trends of counseling techniques.
- Prepare records and reports related to the assignment; prepare letters to parents, reports, referrals and related documents.
- Communicate with District personnel, school staff, parents, students and public agencies regarding student placement, referrals, services and related issues.
- Coordinate counseling and conflict mediation groups to enhance student communication skills; provide crisis counseling as needed; consult parents concerning students with social or behavioral problems.
- Interprets to students, parents, and teachers, test data and other information relating to the student's progress in school. Utilize diagnostic and assessment procedures as appropriate; gather, organize and interpret data regarding students to present information to teachers and parents.
- Keeps current information available on such matters as educational offerings of colleges, universities, and technical schools; on current occupational opportunities; on college and admission requirements and scholarships; etc. Prepare and deliver oral presentations as requested; attend and participate in a wide variety of meetings, conferences and seminars.
- Attend and participate in school guidance meetings such as site attendance meetings, School Success Team meetings, 504 meetings, Positive Behavior Support Plan meetings, and Individualized Education Program meetings.
- Operate a variety of office equipment including a computer and assigned software.
- Maintains a graduation check on his/her counselees year by year and informs students and parents of deficiencies for graduation.
- Carries out other duties as assigned by the Principal.

QUALIFICATIONS***Knowledge of:***

- Effective Personnel and academic counseling techniques and procedures.
- Counseling theory, ethics and associated legal confidentiality requirements.
- Principals, practices and procedures of educational counseling.
- Specific laws regarding minors and child abuse reporting.
- Applicable sections of the state Education Code and other applicable laws, rules and regulations
- Curriculum and promotion requirements.
- Normal and abnormal child behavior and development.
- Behavior modification techniques and strategies.
- Positive Behavior Support Plan development and monitoring for general education students.
- Student assistance programs.
- Community referral resources.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District students.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and report preparation techniques.
- Operation of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Public speaking techniques.
- Interpersonal communication techniques and behavioral management techniques.
- Developmental processes of students.
- Counseling techniques to facilitate decision making: problem solving, and coping skills.

Ability to:

- Provide counseling and guidance services to students.
- Identify and counsel students with special needs and behavioral, social and school adjustment problems.
- Make referrals to other community resources, support groups and social service agencies as appropriate.
- Assess student needs and develop viable plans and alternatives.
- Plan, prepare and conduct individual, group and classroom counseling sessions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of applicable laws, codes, rules and regulations.
- Set limits and personal boundaries for students.
- Prepare and deliver oral presentations.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and prepare various reports.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment and computer assigned software.
- Maintain consistent, punctual and regular attendance.
- Sit or stand for extended periods of time.
- Hear and speak to exchange information and make presentations.
- See to read a variety of materials and monitor student behavior.
- Move hands and fingers to operate computer keyboard.

EXPERIENCE & EDUCATION REQUIRED

Bachelors Degree and prior job related experience.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Valid Pupil Personnel Services Credential with academic school counseling emphasis.

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, kneel or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.

Hazards:

Potential exposure to volatile and emotional individuals.

Criminal History and Background Check

Successful completion of a background investigation via livescan.