



DEFINITION

Under the supervision of the School Principal, coordinates the counseling and guidance program of the school site and other related functions as required consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Provides all learners access to a developmentally appropriate career and college guidance; meet with students and their parents to explain academic and behavior records, the course work, and academic progress needed for satisfactory completion of junior high school; collect, organize, and analyze student information through the use of education historical data, test results, and interview techniques.

Appraise student interests, aptitudes, and attitudes utilizing a variety of assessment strategies and techniques; assists students in understanding and seeking solutions to social, emotional or academic problems and issues; serves as a resource pertaining to student behavior management strategies, and welfare and attendance concerns; meet, confer, and counsel with parents, and school personnel in developing alternative solutions to student academic, social, and emotional problems and concerns.

Pursuant to the requirements of the School Supplemental Counseling Program, the counselor will assist in the development and implementation of programs in grades seven and eight for students who are deemed to be Far Below Basic in English/language arts or mathematics pursuant to the California Standards Test, and provide support to students who are at risk of not graduating with the rest of their class and assist them to successfully transition to high school.

Effectively participate in the planning and implementation of school guidance and curricular programs; perform individual and group counseling and guidance functions including academic, career, vocational, and behavioral counseling; assist in the planning, development, and conduct of programs that enhance student educational opportunities including speaker programs, student visitation programs or other similarly related activities.

Serve as a resource to site and District personnel: assist in the administration and interpretation of standardized tests; assist in the development and monitoring of individual education and 504 plans for students; assist in identifying school program needs, and participate in developing school instructional programs geared to meet individual student needs; assist with the development of behavioral contracts for all special education students; assist in behavioral management programs and in resolving welfare and attendance problems and concerns.

Develop as a professional: seek out opportunities for professional development to enhance content knowledge and skill; establish professional goals and work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Plan and conduct in-service educational experiences for staff and/or District
- Collaborate with elementary school personnel to assist learners in making a smooth transition to intermediate school
- Establish, maintain, and monitor the maintenance of a variety of files and records pertaining to student counseling, guidance, and related matters.
- Participate in faculty meetings and committees
- Participate in and/or support the sponsorship of pupil activities.
- Work in a collaborative setting within the school setting.

Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Principles, methods, techniques, strategies, and trends in educational, social, and emotional adjustment counseling
- Applicable and appropriate interest and achievement appraisal instruments, techniques, and procedures
- Social, emotional, and behavioral characteristics of adolescent students
- Program evaluation and research techniques, strategies, and procedures
- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests
- Current trends and research concerning the growth and development of children.
- Computer and technology applications utilized in education
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Assist students in effectively analyzing and developing alternative solutions to behavioral, education, social, and emotional problems and concerns
- Conduct, analyze, and effectively utilize a variety of individual and group testing procedures and instruments applicable to student clients
- Effectively deal with site and District personnel, parents, social, and youth service agencies in resolving student problems and concerns
- Prepare and deliver presentations
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Perform the essential duties of the job with or without reasonable accommodation

MINIMUM QUALIFICATIONS

- Possession of a Bachelor's Degree in psychology, counseling, and guidance from an accredited institution of higher learning
- California Pupil Personnel Services Credential authorizing services as a counselor

PREFERRED QUALIFICATIONS

- Master's Degree of higher in psychology, counseling and guidance from and accredited institution of higher learning
- Two years of guidance service

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

PHYSICAL DEMANDS

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

Mental acuity to perform the essential functions of this position in a safe, accurate, neat, and timely fashion and to make and evaluate the results of judgments and decisions is a must. Employee may be exposed to hostile or abusive individuals and must endure high tolerance for ongoing stressful situations.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. The employee's primary responsibility is working with students in a classroom and/or resource/pull-out environment. Employees in this position may have higher level of exposure to infection from students. There is frequent contact with staff and public and the need to meet multiple demands from several people. This environment may be expected to include frequent interruptions, moderate noise level that may occasionally become very noisy.

SALARY RANGE

Appropriate placement on the Counselor Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees