

**Oroville Elementary School District
Job Description**

JOB TITLE: COUNSELOR - GRADES 7-8

SALARY LEVEL:	Certificated Schedule	DIVISION:	Certificated
DEPARTMENT:	School Site	LOCATION:	School Site
REPORTS TO:	School Site Administrator		
APPROVED BY:	Board of Trustees	DATE:	November 13, 1996

SUMMARY: Coordinates the counseling services and developmental guidance activities designed to maximize educational opportunities for all pupils. Facilitates the counseling efforts of the school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Acts as an advocate for pupils as individuals and as a group.

Provides counseling services and developmental guidance activities designed to maximize educational opportunity for pupils. Individual and group counseling shall be provided as deemed appropriate.

Provides consultations and serves as a resource to parents. Serves as a liaison, and facilitator as required, between students, teachers, parents, and community members.

Develops informational programs in the area of guidance for staff, parents and students. Develops and continues to refine conflict management program, including selection, training in the summer, and ongoing supervision during the year of student conflict managers.

Develops and maintains a working relationship with public agencies and makes referrals to appropriate agencies when necessary.

Protects the privacy of children.

Assists the vice principal with initial orientation, registration and scheduling of students.

Assists the vice principal in adjusting student schedules in regard to class loading and individual student needs.

Responsible for ongoing evaluation of student fulfillment of curricular and graduation requirements.

Identifies students failing to meet graduation requirements and conferences with students, notifies teams, and works as a liaison with parents.

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ESSENTIAL DUTIES AND RESPONSIBILITIES - CONTINUED

Interprets test scores as needed in relation to student and parent conferences.

Assists in the development and implementation of school codes of behavior.

Meets with suspended students to help make a plan which provides alternatives to the behavior that brought about the suspension.

Assists in campus supervision as designated by the principal.

Performs other duties related to the position of counselor, as assigned by the principal.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Must hold a valid California Pupil Personnel Services Credential. Bachelor's degree (B. A.) from four-year college or university and all courses needed to meet credential requirements; Master's degree is desirable; experience at the 7th and 8th grade level is desirable.

LANGUAGE SKILLS: Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, students, parents, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where creative problem solving is required. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

California Driver's License (required by the first day of service)
Proof of adequate automobile insurance coverage

PHYSICAL DEMANDS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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PHYSICAL DEMANDS - CONTINUED

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to manipulate, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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