<u>Personnel – Certificated</u>

AR 4118.3(d-1)

BISHOP UNIFIED SCHOOL DISTRICT

Human Resources

POSITION: HIGH SCHOOL COUNSELOR/SOCIAL WORKER Certificated Job Description

<u>DEFINITION:</u> Under the direction of the school site Principal, provide behavioral and educational counseling to individuals and small groups of students, including classroom presentations; assist students in understanding and seeking solutions to social, emotional, or academic issues; serve as a resource pertaining to student behavior management strategies, and welfare and attendance problems and concerns; and other related functions as required; support students' college/career planning and goals.

PURPOSE: Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, college/career, personal/social/emotional development to all students especially those from low-income families. School counselors help students develop skills which lead to success in school. They provide education, prevention and intervention services, which are integrated into all aspects of students' lives. Early identification and intervention for children academic and personal/social needs is essential to remove barriers to learning and promote academic achievement.

DUTIES AND RESPONSIBILITIES:

DEVELOPMENT AND MANAGEMENT OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM TO SUPPORT STUDENT ACADEMIC SUCCESS

- Implements developmentally appropriate, prevention-oriented group activities and restorative discipline practices to meet student needs and school goals.
- Discusses comprehensive school counseling program with administrator.
- Develops/maintains a written plan for effective delivery of the school counseling program based on current individual school data.
- Participates as a member of the district's counseling team, PBIS Team, and MTSS System to affect school wide best academic and behavioral practices, including restorative discipline, for students who are from low-income families and/or at risk for school failure.
- Communicates goals of the comprehensive school counseling program to education stakeholders.
- Maintains current and appropriate resources for education stakeholders.
- Provides direct services meeting with groups, individuals, meet/confer and counsel with parents, school
 personnel, and member of various youth serving agencies in developing alternative and supportive solutions to
 student educational, social and emotional concerns.

DELIVERY OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

Curriculum

- Provides leadership and collaborates with other educators.
- Collaborate, develop, and maintain curriculum to support Academic Career Awareness, Exploration, and Planning; Bullying Awareness; Charter Education; and Multicultural/Diversity Awareness.

Individual Student Planning

- Assists all students, individually or in groups, with developing academic and personal/social skills goals and plans.
- Accurately and appropriately interprets and utilizes student data for those students who are at risk of academic and social failure.
- Collaborates with parents/guardians and educators to assist students including educational and career planning.
- Assists students in the development of their college and career plans

Preventive and Responsive Services

- Provides individual and group counseling and students with identified concerns and needs.
- Provides classroom instruction to students in positive behavior strategies.
- Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
- Implements an effective referral and follow-up process.
- Accurately and appropriately uses assessment procedures for determining and structuring individual and group counselling services.
- Establish, maintain, and monitor the maintenance of a variety of files and records pertaining to student counseling, guidance, and related matters.
- Assist in the development and monitoring of SSTs, 504 Plans, Positive Behavior Support Plans, and Individual Education Programs for students with exceptional needs.

System Support

- Provides appropriate information to staff related to the comprehensive school counseling program.
- Assists teachers, parents/guardians and other stakeholders in maintaining school's positive behavior support climate.
- Participates in professional development activities to improve knowledge and skills.
- Uses available technology resources to enhance the school counseling program and student career interest/inventory exploration.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Respond to school crisis intervention and response.

QUALIFICATIONS:

Knowledge of: Principles, methods, techniques, strategies, and trends in educational, social, and emotional adjustment counseling; applicable and appropriate aptitude, interest, and achievement appraisal instruments, techniques, and procedures; social and youth service agencies in the local area; 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; and Section 504 Plan and individual education programs.

Ability to: Assists students in effectively analyzing and developing alternative solutions to behavioral, educational, social, and emotional 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, communicate effectively in oral and written form; understanding and carry out oral and written directions with minimal accountability controls; establish and maintain effective organizational, public and community relationships; effectively participate in the planning and implementation of school guidance and curriculum programs; comply with the District's customer service standards.

Certification Requirements: Possess a valid California Pupil Personnel Services Credential authorizing service as a school counselor.

ADA REQUIREMENTS: Incorporate within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):

Physical:

- a. Ability to push, pull, and transport instructional and/or presentation materials.
- b. Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- d. Ability to bend, twist, stoop and reach.
- e. Ability to drive a personal vehicle to conduct business.

Mental:

- Ability to organize and coordinate schedules
- b. Ability to analyze and interpret data
- c. Problem solving
- d. Ability to communicate with the public
- e. Ability to read, analyze and interpret printed matter and computer screens
- f. Ability to create written communication so others will be able to clearly understand the written communication
- g. Ability to communicate so others will be able to clearly understand a normal conversation.
- h. Ability to understand speech at normal levels.

Environment:

- a. Indoor frequently
- b. Outdoor Occasionally
- c. Ability to work at a desk and in meetings of various configurations.

Regulation Adopted: 4.15.2021 (pending)

BUSD Bishop, California