MOTHER LODE UNION SCHOOL DISTRICT Position Description

TITLE: Intern-School Counselor **REPORTS TO:** Director of Special Education

DIVISION: School Sites **CLASSIFICATION:** Certificated

WORK YEAR: 183 days

BOARD APPROVAL: 5/13/17 **SALARY RANGE:** Stipend Only – Not to Exceed

\$5,000

SUMMARY:

Counseling intern positions are unpaid and/or stipend only learning positions provided to persons working on their PPS credential, MSW or other mental health internship requirements for their degree. Positions are closely supervised by the Director of Special Education, site administrators and school counselor supervisors and are a combination of service and learning. The counseling intern will be assigned to a school site or sites to support current programs and students' academic success.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

The following are typical duties and responsibilities for positions in this classification.

- Possess a working knowledge of a variety of forms of intervention and prevention models for both individuals and group therapeutic settings
- Assist and support School Counselor
- Meet with students for both individual and group counseling sessions
- Assist with academic and/or behavioral plans and contracts
- Provide intervention and behavioral support to students for the purpose of fostering better socialemotional skills and health and positive learning environments for all students
- Collaborate with school site supervisor on learning plan and goals for the internship
- Conduct peer mediation, conflict mediation, etc. as needed
- Consult with school site supervisor on crises and child abuse reporting
- Consistently and routinely update case files/student information system for students on School Counselor caseload
- Continually improve counseling skills by seeking our constructive feedback and professional development opportunities
- Attend IEP and SST meetings for students receiving counseling services provided by the Intern
- Perform other tasks and assumes responsibilities as may be assigned by the School Counselor or Principal

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to:

Assess school climate and culture as they affect the learning environment.

Collaborate with administrators, teachers, students and parents.

Establish and maintain cooperative and effective working relationships with others.

Demonstrate commitment to students and learning.

Communicate effectively and model appropriate interpersonal skills.

Organize tasks, manage time and follow through.

Demonstrate a high sense of urgency and ability to successfully handle multiple cases concurrently.

Work as a part of a team.

Demonstrate the ability to adjust to and use new approaches in the performance of duties.

Deal with obstacles and constraints positively.

Maintain records and prepare reports.

Take initiative and work independently.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform the 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 EXPERIENCE:

Enrollment in a program leading to a degree in counseling, social work or related discipline (i.e., PPS Credential)

LICENSES AND CERTIFICATES:

Candidates must be in a university intern program.

TB test clearance

California Department of Justice fingerprint clearance

Valid driver license

Current Crisis Prevention and Intervention (CPI) training

WORKING CONDITIONS:

ENVIRONMENT: The work environment characteristics described here are represented 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

Exposure to students with a variety of academic, behavioral and social emotional needs.

PHYSICAL ABILITIES:

Standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities and prepare materials and/or use technology. Ability to lift the following: Floor Lift-30 lbs.; Chest Lift-40 lbs.