

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE: School Counselor **REPORTS TO:** Site Principals

DIVISION: School Sites **CLASSIFICATION:** Certificated

WORK YEAR: 183 days

BOARD APPROVAL: 10/14/20 **SALARY RANGE:** Certificated Salary Schedule

BASIC FUNCTION:

Counsels individuals and provides educational and social skill guidance services for students who are academically and/or behaviorally at risk; under the direction of the site principals.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Provide support services and supervises students in the areas of academic programs, team teaching, registration, course planning, school rules and other matters.
- Schedule and hold individual conferences with students and their families to explain academic records, coursework, and progress needed for satisfactory completion of school.
- Identify students who are at risk for not promoting and provides support services that will assist students in meeting standards.
- Develop a list and plan of coursework and interventions necessary to assist each pupil in grade 7 who is at risk in ELA and/or mathematics as indicated on grade 6 standardized assessments, report cards, attendance and/or behavior. Assists these students in meeting the expectations for successful promotion from grade 8.
- Assist students who are not achieving grade level expectations in making smooth transitions between elementary, middle and high school.
- Maintain records of student plans and student meetings for success in cum files/student information system.
- Apprise students and their families of consequences for not passing courses and communicates plans for at risk students.
- Maintain records of student data necessary for completion of annual report to state on success rate of students assisted by this counseling program.
- Assist students, consults with teachers to promote cooperative efforts and to serve as a referral agent.
- Consult with others on curriculum development, testing, records, placement, grouping, promotion, student evaluation, and screening of students.
- Interpret the functions of the counselor to students, teachers, parents and the general public.
- Attend IEP and SST meetings for students receiving counseling services.
- Provide and/or refer students and parents for psychological counseling.
- Provide parent education to support School Counseling efforts.

- Work collaboratively with the School Psychologist and Principal in the school and district-wide development and implementation of Positive Behavioral Interventions and Supports (PBIS) and Behavior Intervention Plans (BIP) for individual students.

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:

CREDENTIAL:

Valid California Pupil Personnel Services Credential
Valid California teaching credential is preferred

EDUCATION:

Master's Degree in counseling

EXPERIENCE:

At least three (3) years successful certificated School Counselor experience
At least three (3) years successful teaching experience is preferred

LICENSES AND CERTIFICATES:

TB risk assessment
California Department of Justice fingerprint clearance
Valid driver license
Employee entrance exam
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.