

## SCHOOL COUNSELOR

### DEFINITION:

Under the supervision of the Director of Special Services, provide individual and group counseling to identified at-risk students. The goal of this counseling is to increase the social, emotional, and behavioral adjustment of targeted students, thereby enabling them to reach their full potential.

### DUTIES AND RESPONSIBILITIES:

- Conduct individual, group, and whole class counseling as appropriate;
- Provide family support and refer to specific community counseling agencies as needed;
- Conduct early intervention group counseling;
- Design strategies and programs to address problems of adjustment, personal and social development, behavioral and academic difficulties;
- Coordinate with regular education classroom teachers and school administrators when students are considered for counseling services;
- Serve as consultant to regular and special education teachers regarding the social, emotional, and behavioral issues of their students;
- Provide alternative individual and group strategies for motivation and behavior modification, and see that the recommendations are carried out;
- Serve as consultant to regular and special education staff and parents regarding students needs, curriculum adaptation, and classroom management;
- Coordinate intervention strategies for management of individual and school-wide crisis;
- Develop and coordinate 504 Plans and Behavior Support Plans
- Aid in child abuse identification, reporting, and referrals;
- Initiate referrals to other agencies (with parent consent) such as Mental Health, physicians, counselors, etc.;
- Initiate, create, and monitor formal and informal Behavior Support Plans;
- Assist with the creation of behavioral goals for students with IEPs;
- Participate in meetings to determine 504 eligibility and, when necessary, assist with the creation of 504 Accommodation Plans;
- Keep abreast of issues, laws, and regulations regarding counseling, special education, educational trends, and other services provided to children;
- Participate in Student Success Team, 504, and IEP meetings as needed;
- Maintain accurate records of referrals, student progress, and student and parent contacts;
- Generate reports necessary for funding, expulsions, and special education placements;
- Generate reports detailing assessment results, student needs, goals and objectives;
- Submit reports in a timely manner;
- Maintain student and parent confidentiality;

- Participate in the evaluation of the effectiveness of counseling programs and services on a periodic basis and report the results to the Board of Trustees and District Administration.
- Coordinate with site administration the development and/or implementation of special programs or interventions, such as those related to character and career education.

**QUALIFICATIONS:**

Possess a current Pupil Personnel Services Credential and a valid California driver's license and be knowledgeable of:

- Individual and group counseling techniques appropriate for elementary school age children;
- Counseling needs of students coming from diverse, multicultural, and non-traditional cultural backgrounds;
- Community resources.

**WORKING CONDITIONS:**

*Environment:*

- Office/School environment;
- Close contact with school age children.
- Occasional home visits

*Physical Abilities:*

- Vision (corrected or uncorrected) to read small print;
- Dexterity of hands and fingers to operate telephone and computer;
- Hearing and speaking to exchange information in person and on the telephone;
- Sitting or standing for extended periods of time.

Days of employment: 186 days

*Approved: May 24, 2006*