

MODESTO CITY SCHOOLS

Job Description

JC# 0804

ENGLISH LEARNER (EL) COUNSELOR

OVERALL RESPONSIBILITY

Under the supervision of the designated assistant principal with pupil personnel responsibility, the EL counselor will work alongside the school counselor to assist EL students to: understand and make maximum use of their abilities, meet the demands of school expectations, develop positive interpersonal relationships, and set goals and meet achievement levels appropriate to those goals; serve as a student advocate; serve as a liaison between teachers, parents, and students; assist students with career development and provide information regarding post-secondary options; and assist in the establishment and maintenance of good community-school public relations.

SPECIFIC RESPONSIBILITIES

1. Monitor the academic progress of EL students and make appropriate interventions to improve EL student achievement and attendance.
2. Analyze and interpret a variety of data in order to assist in the development of an appropriate educational program and placement for EL students.
3. Assist EL students in planning educational goals and understanding their aptitude and ability.
4. Counsel EL students to help them overcome potentially disabling educational, personal, behavioral and social problems.
5. Evaluate and interpret results of the California High School Exit Exam, academic achievement tests, interest surveys, and vocational aptitude tests.
6. Participate in orientation programs for EL students; monitor graduation requirements for EL students.
7. Provide information regarding graduation requirements, academic distinction, college entrance requirements, financial aid, occupational skills requirements, and help students develop an appropriate program of studies.
8. Review and maintain pertinent pupil data (cumulative records, progress reports, report cards, California High School Exit Exam, and achievement tests).
9. Distribute relevant guidance information to EL students and staff.
10. Consult with representatives of public and private agencies in providing information regarding EL students and pre-screen pupils for possible referral to other supportive services or agencies within the community.
11. Consult with parents regarding educational, social and vocational needs of their EL students.
12. Facilitate EL student/teacher/counselor/parent conferences regarding student's educational progress and future educational and vocational goals.
13. Provide direct instruction to EL students regarding successful completion of high school graduation requirements and other appropriate information to support each student's academic achievement.
14. Interpret the school program to parents to help them better understand their EL student's abilities and needs relating to career choice, requirements for advanced education, and potential career opportunities.
15. Participate in the District's school crisis intervention plan.
16. Counsel students regarding alternative education programs and provide necessary student information.
17. Assist all students in the understanding and acceptance of cultural diversity.

ENGLISH LEARNER (EL) COUNSELOR (continued)

SALARY

Certificated Salary Schedule

QUALIFICATIONS

Knowledge and Ability

Minimum Requirements:

- Knowledge of intellectual, emotional, social, and physical development of adolescents.
- Knowledge of and ability to apply interpersonal communication techniques.
- Ability to understand and accept individual differences in children and parents.
- Ability to effectively communicate and maintain cooperative relationships with those contacted in the course of work.

Experience

Minimum Requirement:

- Experience working with junior high school or high school age students.

Desirable Qualification:

- Bilingual

Education/Credential

Minimum Requirements:

- Pupil Personnel Services Credential

Desirable Qualification:

- M.A. Degree
- Valid Teaching Credential

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient hearing to hear and understand speech at normal classroom levels, outdoors, and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood at normal classroom levels, outdoors, and on the telephone.
- Sufficient dexterity to use hands and fingers to operate a telephone, to enter data into a computer, and to perform classroom tasks using both hands.
- Sufficient physical ability, strength, balance, mobility, and stamina to sit or stand for extended periods of time.
- Sufficient lower body strength, stamina, and mobility to kneel, walk, stoop, bend, and extend legs for prolonged periods of time.

REPORTS TO

Assistant Principal, 9-12

Board Approved: 12/10/12

Cabinet Approved: 10/15/13

Unit Approved: 10/31/13

Board Approved: 11/12/13