

## PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

17328 Penn Valley Dr. Suite A., Penn Valley, CA 95946-9764

Phone (530) 432-7311 Fax (530) 432-7314

www.pvuesd.org



**JOB TITLE:** School Counselor

**REPORTS TO:** Superintendent or Designee

**JOB SUMMARY:** The School Counselor's primary function will be to provide services to students, parents, and staff with the objective of applying principles of learning and behavior to improve school – related problems. In addition, the School Counselor is responsible for assisting students with academic learning by providing strategies that identify and address the social-emotional issues that interfere with the educational process.

### **Essential Duties and Responsibilities:**

Essential functions include but are not limited to:

- Provide crisis intervention services.
- Facilitate group counseling sessions with identified at-risk students utilizing Cognitive Behavior Therapy strategies.
- Determines and implements appropriate therapeutic strategies to effect change in behavioral social interactions of students and their families.
- Provide individual counseling sessions as needed.
- Facilitate other group and individual interactions to help support and build positive school culture, social skills, resiliency, and positive character.
- Provides staff consultation on behavioral-emotional- environmental factors that impact learning.
- Provide written (e-mail) progress for trimester reporting as well as input prior to SST and/or IEP meetings to the staff.
- Complete functional behavior assessments on identified students.
- Complete risk assessments on referred students.
- Complete classroom observations.
- Attends meetings and professional development activities as required.
- Develop and maintain necessary tracking mechanisms and records to manage and organize casework.
- Develop and maintain cooperative, constructive relationships with students, families, and other professional disciplines, social agencies and fellow workers.
- Provide clinical supervision and training to assigned staff.
- Work independently.
- Meet schedules and timelines.
- Prepare monthly Medi-Cal logs for billing submittal.
- Complete quarterly Medical Administrative Activities survey for billing submittal.
- Presents information on various topics (e.g. behavior management, etc) for education purposes for staff.
- Consults with parents, school and community resources and students in helping to develop the best social-emotional educational programs for children.

- Travel between sites when necessary.
- Other duties as assigned.

**Physical Requirements:**

Employees in this position must have the ability to:

- Stand, walk, use hands and fingers to handle or feel objects and talk or hear.
- Sit for extended periods and frequently squat, bend, stoop, kneel, climb stairs, reach forward and overhead, and push/pull items such as desks, tables or chairs.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal indoor levels, outdoors and on the telephone.
- Ability to work in noisy and crowded environment.
- Speak in audible tones so that others may understand clearly inside, outdoors and on the telephone.
- Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
- Lift up to 25 pounds to shoulder height and carry objects weighing over 15 pounds.
- Maintain physical, mental, and emotional stamina to endure work hours under sometimes stressful conditions and constant interruptions.

**Work Environment:**

Employees in this position will normally perform work in an office environment and come in direct and frequent contact with students, parents, and the public.

**Education and Experience:**

Qualification Requirements/Skills and Abilities.

- Pupil Personnel Services Credential - School Counseling or School Psychologist.
- M.A. Degree or equivalent in psychology or counseling based studies preferred.
- Discretion in maintaining confidentiality.
- Ability to maintain lines of communication and positive relationships with students, assistants, teachers and supervisors.
- Ability to work independently and use initiative.
- Communicate effectively in both oral and written form.
- Ability to organize materials and maintain accurate records.
- Follow oral and/or written instructions.
- Valid Driver's License, Criminal Justice Fingerprint Clearance, TB Clearance
- Current CPR/First Aid Certification.

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals in this position and additional duties may be assigned.

BOARD APPROVED: April 22, 2020

PVUESD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.

The District prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date