

Personnel – Certificated

AR 4118.3(d-1)

**BISHOP UNIFIED SCHOOL DISTRICT
Human Resources****POSITION: ELEMENTARY SCHOOL COUNSELOR
 Certificated Job Description**

DEFINITION: Under the direction of the school site Principal, provide behavioral, social emotional, and educational counseling to individuals and small groups of students, including classroom presentations; assist students in understanding and seeking solutions to social, emotional, or academic problems and issues; serve as a resource pertaining to student behavior management strategies, and welfare and attendance problems and concerns; and other related functions as required.

PURPOSE: Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, personal/social/emotional development to all students. School counselors help students develop social skills and succeed in school. They provide education, prevention and intervention services, which are integrated into all aspects of students' lives. Early identification and intervention for children's academic and personal/social needs is essential to remove barriers to learning and promote academic achievement.

DUTIES AND RESPONSIBILITIES:**DEVELOPMENT AND MANAGEMENT OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM TO SUPPORT STUDENT ACADEMIC SUCCESS**

- Implements developmentally appropriate, prevention-oriented group activities and restorative discipline practices to meet student needs and school goals.
- Collaborates comprehensive school counseling program with administrator.
- Develops/maintains an effective school counseling program, tracking and utilizing current individual student and school wide data.
- Participates as a member of the PBIS Planning Committee, Threat Assessment Team, and MTSS Team to implement best academic and behavioral practices, including restorative discipline, for students who are from low-income families and/or at risk for school failure.
- Communicates goals of the comprehensive school counseling program to education stakeholders.
- Maintains current and appropriate resources and data for education stakeholders.
- Provides direct services meeting with groups, individuals, meet/confer and counsel with parents, school personnel, and member of various youth serving agencies in developing proactive and prosocial solutions to meet students educational, social and emotional needs.

DELIVERY OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM**Curriculum**

- Provides leadership and collaborates with other educators.
- Collaborate, develop, and maintain curriculum to support Bullying Awareness; Charter Education; and Multicultural/Diversity Awareness.

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Individual Student Planning

- Assists students, individually or in groups, with developing academic and personal/social skills goals and plans.
- Accurately and appropriately interprets and utilizes student data to better serve at risk students.
- Collaborates with parents/guardians and educators to support students' academic and personal success.

Preventive and Responsive Services

- Provides individual and group counseling and students with identified concerns and needs.
- Provides classroom instruction to students in positive behavior strategies.
- Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
- Implements an effective referral and follow-up process.
- Accurately and appropriately uses assessment procedures for determining and structuring individual and group counselling services.
- Establish, maintain, and monitor the maintenance and confidentiality of a variety of files and records pertaining to student counseling, guidance, and related matters.
- Assist in the development and monitoring of 504 Plans, Positive Behavior Support Plans, and Individual Education Programs for students with exceptional needs.

System Support

- Provides appropriate information to staff related to the comprehensive school counseling program.
- Assists teachers, parents/guardians and other stakeholders in maintaining school's positive behavior support climate.
- Participates in professional development activities to improve knowledge and skills for all school staff.
- Uses available technology resources to enhance the school counseling program and student career interest/inventory exploration.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Respond to school crisis intervention and response.

QUALIFICATIONS:

Knowledge of: Principles, methods, techniques, strategies, and trends in educational, social, and emotional counseling; applicable and appropriate aptitude, interest, and achievement appraisal instruments, techniques, and procedures; social and youth service agencies in the local area; social, emotional, and behavioral characteristics of adolescent students; program evaluation and research techniques, strategies, and procedures; appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests; and Section 504 Plan and individual education programs.

Ability to: Build positive relationships with elementary aged students; assists students in effectively analyzing and developing alternative solutions to behavioral, educational, social, and emotional problems and concerns; conduct, analyze and effectively utilize a variety of individual and group assessment procedures and instruments applicable to student clients; effectively work with site and District personnel, parents, social and youth service agencies in resolving student problems and concerns, communicate effectively in oral and written form; understanding and carry out oral and written directions with minimal accountability controls; establish and maintain effective organizational, public and community relationships; effectively participate in the planning and implementation of school guidance and curriculum programs; comply with the District's customer service standards.

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Education/Certification Requirements: Possess a valid California Pupil Personnel Services Credential authorizing service as a school counselor.

- Bachelor's Degree
- Master's Degree in School Counseling (or similar)
- Bilingual (Spanish speaking) preferred

ADA REQUIREMENTS: Incorporate within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):

Physical:

- a. Ability to push, pull, and transport instructional and/or presentation materials.
- b. Ability to communicate so others will be able to clearly understand a normal conversation.
- c. Ability to understand speech at normal levels.
- d. Ability to bend, twist, stoop and reach.
- e. Ability to drive a personal vehicle to conduct business.

Mental:

- a. Ability to organize and coordinate schedules
- b. Ability to analyze and interpret data
- c. Problem solving
- d. Ability to communicate with the public
- e. Ability to read, analyze and interpret printed matter and computer screens
- f. Ability to create written communication so others will be able to clearly understand the written communication
- g. Ability to communicate so others will be able to clearly understand a normal conversation.
- h. Ability to understand speech at normal levels.

Environment:

- a. Indoor – frequently
- b. Outdoor – Occasionally
- c. Ability to work at a desk and in meetings of various configurations.

Regulation
Adopted: 2.20.2020 (pending)

BUSD
Bishop, California