

## **COUNSELOR**

### **DEFINITION**

Under direction, provides behavioral, educational, career and vocational counseling to individuals and small groups of students; assists students in understanding and seeking solution to social, emotional or academic problems and issues; serves as a resource pertaining to student behavior management strategies, and welfare and attendance problems and concerns; and does other related functions as required. This position reports directly to the Principal.

### **DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise commonly taught in public schools, and counseling and guidance knowledge and skills. Responsible and directly related experience is required to perform problem analysis using widely prescribed principles and concepts. The position classification performs decision analysis and makes decision of considerable consequence, requiring the application and interpretation of data, facts, procedures and policies. The incumbents meet frequently with school administrators, teachers, other staff and parents to communicate information, data and alternative problem solutions. This position classification performs light work that may involve lifting up to fifty (50) pounds, and sitting a considerable portion of the time, but does require accurate perceiving of sound, near and far vision, depth perception, providing oral information, and handling and working with instructional and assessment materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **ESSENTIAL DUTIES**

- Performs individual and group counseling and guidance functions and activities, including career and vocational and social and emotional adjustment counseling.
- Collects, organizes and analyzes student information through the use of educational historical data, test results and through the use of interview techniques.
- Appraises student interest, aptitudes and attitudes utilizing a variety of assessment strategies and techniques.
- Provides information and data to students concerning educational, career and vocational planning.
- Meets, confers and counsels with parents, school personnel and members of various youth serving agencies in developing alternative solutions to student educational, social, and emotional problems and concerns.

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- Maintains a liaison with social service and youth service agencies in pursuing referral follow up activities.
- Assists in the development and monitoring of individual education plans for students with exceptional needs.
- Pursues evaluation and research activities to determine counseling and guidance effectiveness.
- Assists in identifying school program needs, and participates in developing school instructional programs geared to meet individual pupil needs.
- Assists in the planning, development and conduct of programs that enhance student educational, career and vocational opportunities, including speaker programs, student visitation programs and other similarly related activities.
- Establishes, maintains and monitors the maintenance of a variety of files and records pertaining to student counseling, guidance and related matters.
- Assists in dealing with student behavior management problems and in resolving welfare and attendance problems and concerns.
- Plans, develops and presents, as requested, a variety of management related reports pertaining to site counseling and guidance functions and activities.

**OTHER DUTIES**

- Serves as a resource to site and District personnel and members of the school community.
- Assists in the planning, development and implementation of master schedule, student programs and calendars.
- Assists in supervision of students.

**QUALIFICATIONS**

Knowledge of:

- Principles, methods, techniques, strategies and trends in educational, vocational, career, social and emotional adjustment counseling;
- Applicable and appropriate aptitude, interest and achievement appraisal instruments, techniques and procedures;
- Social service and youth service agencies in the local area;
- Social, emotional and behavioral characteristics of adolescent students;
- Current program evaluation and research techniques, strategies and procedures;
- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests.

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Ability to:

- Assist 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 testing procedures and instruments applicable to student clients;
- Effectively deal with site and District personnel, parents, social and youth service agencies in resolving student problems and concerns;
- Effectively participate in the planning and implementation of school guidance and curricular programs;
- Communicate effectively in oral and written form, and as required by the assignment utilize as a second language;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public and community relationships.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience: Two years of successful teaching experience; prior public school counseling experience.

Education: Equivalent to the completion of an earned Master of Arts or higher degree in psychology, counseling and guidance, or a closely related field.

**OTHER REQUIREMENTS**

Certification: Possession of a valid California Pupil Personnel Services Credential authorizing service as a counselor; possession of a valid California teaching credential desired.

Condition of Employment: Insurability by the District's liability insurance carrier.