

TRACY PUBLIC SCHOOLS JOB DESCRIPTION

POSITION TITLE: Teenage Parenting/pregnant Minor Counselor

DEPARTMENT: Student Services

POSITION SUMMARY: Under the direction of the Director of Student Services, the Counselor will work with other program staff to develop and implement curriculum, programs and services that will meet the needs of teen parents. Develop programs and services which address the needs of at-risk students and pregnant minors.

MINIMUM QUALIFICATIONS: The Counselor must hold a valid Pupil Personnel Services credential. Previous teaching and counseling experience with pregnant minor programs is desirable.

HOURS AND DAYS OF WORK: The Teenage Parenting/Pregnant Minor Counselor serves 195 days a year. Working hours are flexible due to evening counseling.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plan and implement strategies and activities to involve parents of at-risk youth.
- Plan, develop and implement intervention services and activities for teen parents.
- Provides for all students the opportunity of either individual or group counseling, including matters concerning student academic or social behavior.
- Provides counseling services to pregnant and parenting teens, families, and extended families.
- Provides training to male mentorship program.
- Provides all teachers and parents the opportunity for consultation regarding student academic and/or social behavior.

- Plans jointly with administrators, teachers, counselors, and other approved district staff members for the improvement of the educational program.
- Provides for all students a formalized program of career guidance.
- Provides an extra-school referral system for instances in which sources within the school are deemed inadequate in dealing with a student concern.
- Assists in the development of appropriate educational plans for those students whose intellectual and social behavior prevent them from profiting to the maximum of their abilities in school environments.
- Provide materials for student self-evaluation through group test administration and interpretation of group test results.
- Refers students to the school psychologist for psychological services including individual testing when deemed necessary.
- Provides information and advises students and parents on college selection and entrance procedures.
- Keeps and maintains school records and provides written references to appropriate agencies.
- Interprets school programs and guidance functions to individuals and community groups upon request.
- Keeps well informed on state laws and professional ethics in counseling with hour and on current policies and procedures of all community mental health and social agencies.
- Participates cooperatively with the principal or his designee to mutually develop the system by which he will be evaluated in conformance with the district's uniform guidelines for evaluation and assessment.
- Advises, cooperates or participates where possible in major decisions involving budgeting, staffing, curriculum and discipline.
- Performs other reasonable duties as assigned.

Board Approval: 03/11/97