

# LOMPOC UNIFIED SCHOOL DISTRICT

## POSITION TITLE: COUNSELOR

### **BASIC FUNCTION:**

Under the direction of the site administrator or designee, provides counseling and guidance services to students; provides students with information, assistance and advice concerning educational and career opportunities; identifies and counsels students with special needs and behavioral, social and school adjustment challenges; makes referrals to other community resources, support groups and social service agencies as appropriate.

### **ESSENTIAL FUNCTIONS;**

Provides individual and group guidance counseling to students; confer as needed with parents, teachers and others regarding student needs including school achievement and behavior.

Provides students counseling and guidance on graduation requirements, honors and advanced placement courses, college entrance requirements and potential career opportunities.

Supervises the maintenance of accurate and complete cumulative records containing grades, test data, achievements and honors, conferences, personal history and other pertinent information.

Requests tutorial assistance for students when appropriate.

Provides information on sources of financial aid and various special programs for higher education.

Writes letters of recommendation for students applying for college admission, scholarships, awards, military service or training programs.

Identifies and counsels a variety of students with special needs including truants, potential dropouts, special education and GATE students, academically deficient individuals and students with social or behavior problems; develops educational goals for students with high risk behavior.

Provides counseling to families to assist students with school and social adjustment problems; conducts home visits as appropriate; provides crisis counseling services as needed.

Refers students to social service and governmental agencies, supports groups and other community resources as appropriate; consults with law enforcement agencies regarding students as necessary.

Develops and presents parent and student workshops for students who struggle academically.

Serves as liaison to other agencies, students, school personnel, families and community organizations; maintains relations between school, the community and community services; responds to inquiries and provides information.

Trains and provides direction and guidance to assigned staff; assigns and reviews the work of staff. Prepares records and reports related to the assignment; prepares letters to parents, progress reports, referrals and related documents.

Maintains current knowledge of community resources and recent trends in counseling techniques.

Communicates with District personnel, school staff, parents, students and public agencies regarding student

placement, referrals, services and related issues.

Proctors a variety of tests and assist teachers with the testing process as directed.

Coordinates counseling and conflict mediation groups to enhance student communication skills; provides crisis counseling as needed; consults parents concerning students with social or behavior problems.

Utilizes diagnostic and assessment procedures as appropriate; gathers, organizes and interprets data regarding students to teachers and parents.

Prepares and delivers oral presentations as requested; attends and participates in a wide variety of meetings, conferences and seminars.

Chaperones a variety of school events such as games and dances.

Performs other duties as assigned, including special assignments during crises or emergency situations as determined by the Superintendent or designee.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Effective personal and academic counseling techniques and procedures.

Counseling theory, ethics and associated legal confidentiality requirements.

Principles, practices and procedures of educational and career counseling.

Specific laws regarding minors and child abuse reporting.

Applicable sections of the State Education Code and other applicable laws, rules and regulations.

Curriculum and promotion requirements.

Normal and abnormal child behavior and development.

Behavior modification techniques and strategies.

Student assistance programs.

Community referral resources.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report preparation techniques.

Operation of office equipment including a computer and assigned software.

Oral and written communication skills.

Public speaking techniques.

## ABILITY TO:

Provide counseling and guidance services to students.

Provide students with information, assistance and advice concerning educational and career opportunities.

Identify and counsel students with special needs and behavioral, social and school adjustment problems.

Make referrals to other community resources, support groups and social service agencies as appropriate.

Assess student needs and develop viable plans and alternatives.

Plan, prepare and conduct individual and group counseling sessions.

Interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of applicable laws, codes, rules and regulations.

Set limits and personal boundaries for students.

Train and provide direction and guidance to assigned staff.

Prepare and deliver oral presentations.

Complete work with many interruptions.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Meet schedules and time lines.

Maintain confidentiality of sensitive and privileged information.

Maintain records and prepare various reports.

Establish and maintain cooperative and effective working relationships with others.

Operate a variety of office equipment including computers and software.

Maintain consistent, punctual and regular attendance.

## **EXPERIENCE AND EDUCATION:**

Experience: Successful completion of a school counseling program at a recognized college or university; participation in a recognized intern program or successful school counseling experience.

Education: Possession of a Baccalaureate or higher degree from an accredited college or university with emphasis in psychology, social work or related field.

## **LICENSES AND OTHER REQUIREMENTS:**

Certification: Valid Pupil Personnel Services Credential.

Personal Qualities: Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment and classroom performance of the counselor. Skill in written and oral expression which provides a desirable model for students.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Office and classroom environment.

Constant interruptions.

### HAZARDS:

Potential exposure to volatile and emotional individuals.

### PHYSICAL ABILITIES:

Hearing and speaking to accurately exchange information and make presentations.

Seeing to read a variety of materials and monitor student work.

Dexterity of hands and fingers to write and operate instructional equipment.

Bending at the waist, kneeling or crouching to assist students.

Sitting or standing for extended periods of time.

Lifting or moving objects, normally not exceeding thirty (30) pounds.

Sit or stand for extended periods of time.

Hear and speak to exchange information and make presentations.

See to read a variety of materials and monitor student behavior.

Move hands and fingers to operate a computer keyboard.

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

Board Approved: (3-13)