

Oak Grove School District

JOB TITLE: Supplementary Counselor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Supplementary Counselor is responsible for implementing District programs and curriculum developed to meet the identified needs of at-risk students. This individual provides information to parents, teachers, and administrators in order to promote a comprehensive decision making process for student educational objectives development and serves as liaison to the District staff, schools, and community.

This position is responsible to the Program Director of Bilingual/ESL and/or Director of Student Services and/or other designee.

TYPICAL DUTIES

Maintains liaison and collaboration with community mental health, child protective services, probation department, department of social services, and appropriate agencies providing services to the Oak Grove community.

Collaborates with District support personnel who work with at-risk populations; e.g., counselors, psychologists, community liaison(s).

Conducts a personal and academic needs assessment for all eligible students.

Assists principals and student study teams in identifying at-risk students and developing strategies to meet their needs.

Monitors personal, social, and academic program and development of at-risk students.

Provides supplementary counseling and guidance services to at-risk students including orientation activities for sixth grade and/or students new to the school.

Facilitates communication between students and teachers and between parents and teachers by originating and conducting conferences.

Conducts home visits and conferences with at-risk students/families.

Provides parent education and guidance through support groups, classes, and parent advisory councils.

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Assists parent involvement in community agencies.

Assists in developing site-based programs that respond to academia and social needs of at-risk students.

Provides appropriate staff development to assist teachers in developing appropriate interventions for at-risk students.

Performs duties as assigned by the designated supervisor.

MINIMUM QUALIFICATIONS

Possession of a valid California driver's license.

Possession of a valid California teaching credential and/or pupil personnel services credential and/or Social Worker Certification/training at a bachelor's degree level or higher.

Possession of bilingual/biliterate skills in the language of the population served.

Knowledge of education laws relating to child welfare and attendance.

Ability to implement supplementary at-risk interventions.

Ability to establish and maintain effective work relationships with staffs, parents, and students.

Ability to motivate others in the common accomplishment of stated goals and objectives.

Skill to assist in designing and implementing supplementary curriculum to deal with at-risk children.

Skill to train personnel to implement interventions.

Skill to effectively communicate in both oral and written form.

Willingness to observe a flexible work schedule as determined by the District.

Revised May, 1993