

# Oak Grove School District

## JOB DESCRIPTION

### I. TITLE OR CLASSIFICATION

Chapter 1 Intermediate School Liaison/Counselor

### II. POSITION DESCRIPTION

The Chapter 1 Intermediate School Liaison/Counselor shall act as an advocate for all Educationally Disadvantaged Youth and their families. He/she shall be responsible to the Building Principal and Categorical Program Director for implementing the Educationally Disadvantaged Youth guidance program in compliance with all federal and state regulations relating to compensatory education.

#### A. Major duties and responsibilities

1. For Educationally Disadvantaged Children

To provide counseling services and developmental guidance activities designed to maximize their educational opportunities and experiences.

2. To Parents of Educationally Disadvantaged Children

3. To School/Staff

To facilitate communication between students, parents, and teachers, and to provide information when appropriate. Act as liaison between teachers of Chapter 1 Labs and other school staff.

4. To District

To keep appropriate District personnel informed concerning educationally disadvantaged students and to work jointly with them in carrying out pupil services.

5. Other Duties and Responsibilities

To participate in student and community activities relating to categorical programs.

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B. Specific Responsibilities (As related to Educationally Disadvantaged Students)

1. Monitor academic progress of Chapter 1 students and provide individual/small group guidance and positive incentives for those in need.
2. Provide individual and group counseling services to educationally disadvantaged students, i.e., conflict resolution, crisis counseling, and developmental counseling in regard to school adjustment, social-emotional adjustment, and home adjustment.
3. Provide individual and group counseling services and consultation to parents and families of educationally disadvantaged students, i.e., interpersonal and family relationships; communication including English as a Second Language students and parents.
4. Assess and evaluate situations involving child abuse, incest, pregnancy, neglect, runaways, drug abuses, law violations, categorical program compliance items, etc., which require professional judgments, recommendations, and appropriate actions.
5. Maintain current knowledge of and provide information about community resources to students, parents, families, and staff. Initiate referrals to appropriate social and mental health agencies.
6. Maintain liaison with personnel from governmental social agencies. Interpret the program of the school (includes school categorical program) and District to professional and law enforcement personnel having clientage or jurisdictional interest in specific pupils.
7. Facilitate communication between students and teachers and between parents and teachers through originating, conducting, and maintaining conferences, newsletters and career center.

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8. Plan jointly with administrators, teachers, and District staff for the educational programming of educationally disadvantaged students; identify these students, and keep a current, confidential list of these students while developing programs to further educational growth.

9. Provide additional articulation for sixth grade students from categorical program schools, analyze test scores, determine level placement and select lower quartile students.
10. Participate as a member of the Child Study Team for disadvantaged students who have been referred to the Special Education Department.
11. Act as liaison for special education and regular school programs as it relates to categorical program regulations.
12. Supervise educationally disadvantaged students records, and provide updated roster of all Chapter 1 participants. Monitor attendance, provide positive incentives, and make contacts with home and referral to SARB/Community Liaison.
13. Administer and monitor standardized achievement tests (at least two times each year); analyze test data, interpret and communicate to school staff, categorical program parent groups and (State Department of Education) District staff.
14. Provide input to guidance curriculum and coordinate resources for guidance classes as appropriate to identified categorical program participants.
15. Maintain and monitor a school-based career center providing a weekly guest career speaker, updating materials, and acting as liaison between classroom teacher and career center.
16. Act as liaison among ESL students, ESL teachers, regular classroom teachers, and provide assistance in mainstreaming ESL students.
17. Provide and maintain scheduling of reading and math lab participants, and act as liaison among lab participants, lab teachers, regular teachers, and parents.

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18. Write, edit, and coordinate all activities required to publish a categorical programs/school newsletter four or more times each year.
19. Provide and maintain a parent/school staff resource library and present parent/staff inservices as required.

20. Provide articulation with high school for categorical program participants.
21. For students with greatest academic need: monitor and modify level placements, interview new enrollees, and communicate information to school staff. Arrange summer school for non-pass minimum proficiency and ESL students.

### **III. ORGANIZATIONAL RELATIONSHIPS**

- A. Supervised by:Principal  
Program Director of Categorical Projects  
Director of Special Education
- B. Evaluated by: Principal
- C. Coordinate and implement categorical program services under the direction of Chapter 1 Project Specialist.

### **IV. DESIRED QUALIFICATIONS**

1. Recent experience in organizing and implementing student selection and scheduling for categorical programs.
2. Demonstrated ability and experience in working with students and families in crisis.
3. Familiar with attendance procedures.
4. Bicultural and/or Bilingual or a major or minor in a language other than English.
5. Recent experience as a school/community liaison and resource counselor.

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6. Background knowledge and recent experience in counseling Southeast Asian refugees – students and families.