

Oak Grove School District

JOB TITLE: Intermediate School Counselor

SALARY RANGE:
OGEA 22-Step Salary Schedule

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Intermediate School Counselor's role is to identify and address student needs that will ultimately formulate into academic and personal success. School Counselors advocate for students to ensure they have a positive and successful middle school experience. School Counselors work with students individually, in small groups, and within the classroom setting to support and assist them in their academic, social, emotional, and personal development. School Counselors act as liaisons between students, staff, parents, and administrators. School Counselors evaluate individual student achievement; consult with school personnel and parents regarding the evaluation and implementation of interventions; and functions as a member of the building-based Student Support Team in providing services to students. School Counselors provide counseling and support services to pupils for the purpose of providing a positive learning atmosphere, supporting healthy pupil adjustment, and promoting the full utilization of District and community educational opportunities.

This job reports to the Site Administrator.

TYPICAL DUTIES

- Provide individual and group counseling services to students including crisis counseling and developmental counseling in regard to school adjustment, social-emotional adjustment, and resources for home adjustment
- Provide resources to individuals on where they can access counseling services
- Assess and evaluate situations involving child abuse, incest, pregnancy, neglect, runaways, drug abuse, law violations, etc., which require professional judgments, recommendations, and appropriate action
- 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 as needed
- Maintain liaison with personnel from governmental and social agencies; interpret the program of the school and District to professional and law enforcement personnel having clientage or jurisdictional interest in specific pupils
- Facilitate communication between students and teachers and between parents and teachers through originating and conducting conferences
- Plan jointly with administrators, teachers, and District staff members for the educational programming of students; identify special needs of students and develop programs to meet these needs
- Schedule and provide orientation for enrolled students and students new to the school
- Assist site administrator with the development and implementation of the school's Master Schedule
- Assist in the referral of students for special services such as psychological, health, speech, English Learner, tutoring; initiate case conferences involving support personnel
- Supervise student records including class schedules, grades and report cards, cumulative folders, confidential files

- Provide consultation and in-service to District personnel related to the emotional, social, and personal development of students
- Be available for and provide classroom demonstrations as requested pertaining to communication skills and social functioning
- Utilize educational materials that reflect the diverse educational, cultural, and linguistic backgrounds of the students served
- Attend Student Study Teams and IEP meetings
- Schedule, facilitate, and create Section 504 plans and meetings
- Assist in the referral, team assessment, program planning, placement, and follow-up for regular and special education students
- Assist staff in the development of effective Positive Behavior Intervention Support and crisis intervention plans
- Provide crisis counseling for students followed by referral to appropriate agencies as warranted
- Attend professional development opportunities to keep abreast of new trends in school counseling including best practices, techniques, consultation, and the latest research in effectively working with students
- Attend student orientation and other student/family related events
- Work closely as a team with all other members of the schools Support Staff to develop an effective and well-rounded program
- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from an accredited college or university required
- A Master's Degree is desirable
- Prior counseling experience and/or counseling practicum in a graduate program is desirable

Licenses and/or Certifications:

- Holds a valid California Pupil Personnel Services Credential issued by the California Commission on Teacher Credentialing
- CA Driver's License and/or the ability to deliver in-person resource specialist services to students at multiple sites, if applicable

Knowledge, Skills and Abilities:

- Knowledge of California Education Code
- Knowledge of special programs, guidance, scheduling and restructuring
- Experience facilitating groups/decision making processes
- Knowledge of District and site policies and procedures relating to staff, students and parents
- Ability to deal with high stress situations in a calm and tactful manner
- Ability to maintain effective communications and a cooperative working relationship with staff, students and parents
- Ability to effectively meet established deadlines and schedules
- Excellent oral and written communication skills
- Ability to observe students inside and outside classroom environments

DESIRABLE EXPERIENCE

- Bicultural heritage
- Bilingual (Spanish or Vietnamese)
- Strong knowledge of curriculum

PHYSICAL DEMANDS:

- Lifting, carrying, pushing and pulling instructional materials and equipment

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender or gender identity), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our human resources office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.