

BUENA PARK SCHOOL DISTRICT

CLASS TITLE: GRADE 7 - 8 COUNSELOR

DEFINITION:

Under the direction of the school Principal, and in coordination with the Director of Student Services and the District's counseling program, provide a comprehensive counseling and guidance program to students addressing academic, career, social/emotional and/or behavioral needs, as assigned. Administer and support student service programs and student referral services. Consult and collaborate with administrators, teachers, parents, outside agencies and support staff to enhance the effectiveness of students and their ability to meet academic and behavioral standards to successfully transition to high school.

REPRESENTATIVE DUTIES:

Meet with students and parents to explain academic and/or behavior records; academic and behavior standards and expectations; develop and deliver intervention plans and course work; and identify progress required for satisfactory completion of junior high school.

Perform individual and group counseling and guidance functions including social and emotional adjustment counseling in order to support academic and career success.

Collect, organize, and analyze student information through the use of education historical data, test results, interview techniques, and data collection.

Appraise student interests, aptitudes, and attitudes utilizing a variety of assessment strategies and techniques.

Serve as a resource to site and District personnel in developing alternative solutions to students' social and emotional concerns.

Assist in the development and monitoring of behavior intervention plans and individual plans for eligible students.

Meet, confer, and counsel with parents, and school personnel, in developing alternative solutions to student academic, social, and emotional problems and concerns.

Assist in the development and monitoring of individual education and 504 plans for students.

Assist in identifying school program needs, and participate in developing school academic and behavioral management programs geared to meet individual pupil needs.

Assist in the planning, development, and conduct of programs that enhance student educational opportunities.

Establish, maintain, and monitor the maintenance of a variety of files and records pertaining to student counseling, guidance, and related matters.

Participate in District meetings and inservice programs as directed.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles, methods, techniques, strategies, and trends in educational, social, and emotional adjustment counseling
- Applicable and appropriate interest and achievement appraisal instruments techniques, and procedures
- Social emotional, and behavioral characteristics of adolescent students
- Program evaluation and research techniques, strategies, and procedures
- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests
- Section 504 Plan and individual education plans
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Technical aspects of field of specialty
- District organizational operations, policies, and objectives
- Diverse academic, socio-economic, cultural, disability, ethnic backgrounds of District students

ABILITY TO:

- Perform the essential duties of the job with or without reasonable accommodation.
- Assist students in effectively analyzing and developing alternative solutions to behavioral, education, social, and emotional problems and concerns
- Conduct, analyze, and effectively utilize a variety of individual and group testing procedures and instruments applicable to student clients
- Effectively deal with site and District personnel, parents, social, and youth service agencies in resolving student problems and concerns
- Effectively participate in the planning and implementation of school guidance and curricular programs
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Understand and carry out oral and written directions
- Communicate effectively both orally and in writing
- Prepare and deliver oral presentations
- Establish and maintain cooperative and effective working relationships with others
- Maintain records and prepare reports
- Prioritize and schedule work
- Assign and review the work of others
- Train and provide work direction to others
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of program rules, regulations, requirements, and restrictions
- Maintain current knowledge of technological advances in the field
- Complete work with many interruptions
- Analyze situations accurately and adopt an effective course of action

- Meet schedules and timelines
- Observe health and safety regulations
- Accept and carry out responsibility for direction, control, and planning

EDUCATION AND EXPERIENCE

Any combination equivalent to the completion of an earned Master of Arts degree or higher in psychology, counseling, or guidance. Possess a valid California Pupil Personnel Services Credential authorizing service as a school counselor. Two years of successful public school counseling experience or three years successful classroom teaching.

Other Requirements:

Condition of Employment: Insurability by the District's liability insurance carrier.

LICENSES AND OTHER REQUIREMENTS:

Valid California Pupil Personnel Services Credential authorizing service as a school counselor.
Valid California driver's license.

Board Approved: October 26, 2015