

**JOB TITLE:**

Counselor on Special Assignment

**GENERAL SUMMARY:**

Under the immediate direction and supervision of the assigned Assistant Superintendent or designee, provides the necessary leadership in the planning, coordination and implementation of a special project or instructional program and performs other duties directly related to this position description.

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

**General:**

Plans cooperatively with District or School staff in the design, development and delivery of all assigned projects or programs.

Responsible for facilitating communication between District, project team or school site(s) staff.

Represents the district, project or program director and school site(s) as necessary and provides leadership in the development, implementation and evaluation of the particular assignment.

Assumes overall responsibility for monitoring program(s) budget and approving necessary expenditures.

May provide direct services to students; may train others who provide direct services

**Additional Related Duties/Responsibilities:**

Plans and conducts necessary meetings as related to the special assignment.

Responsible for receiving, distributing and replying to special assignment communications.

Motivates project/program participants to develop skills and attitudes that foster success.

Participates with the appropriate District administration to develop the method by which the special assignment is evaluated.

**Working Conditions:**

Ability to work at a desk, conference table or in meetings of various configurations.

Ability to stand and circulate for extended periods of time.

Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students.

Ability to hear and understand speech at normal levels.

Ability to communicate so others will be able to clearly understand normal conversation.

Ability to bend and crouch, kneel to assist students pushing/pulling and lifting of instructional equipment and supplies, sitting in chairs and/or floor, reaching in all directions and leaning over desks for prolonged periods of time.

Ability to lift up to 25 pounds.

Moderate to high stress level.

**Environmental Conditions:**

Work is predominantly in classroom, school environment.

Temperature – normal climate.

**Contacts:**

Daily contact with students, teachers and school staff.

Regular/occasional contact with parents, community members and outside agency personnel.

**Occupational Certificates/Licenses:**

Hold a valid Licensed Clinical Social Work (LCSW) license or Licensed Marriage and Family Therapist (LMFT) issued by the California Board of Behavioral Sciences (BBS) or other comparable license, and/or a PPS credential in Social Work or School Counseling, as reviewed and approved by the District for the specific assignment

First Aid and CPR certification desired

**Employment Standards:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Adopted: 2/25/02

Revised: 7/7/22 (originally from Teacher on Special Assignment)