

TITLE: TK-5 School Counselor

CLASSIFICATION: Certificated

REPORTS TO: Site Administrator and Teaching & Learning

DESCRIPTION

Design and deliver comprehensive school counseling programs that are integral to the school's academic mission; driven by student data; based on standards for academic, career, and social/emotional development; and that promote and enhance the learning process for all students. Fulfill responsibilities in alignment with standards of the American School Counselor Association ([ASCA](#)).

SPECIFIC DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

ABILITY TO:

Direct service and contact with students

- Plan, organize, and deliver School Counseling Core Curriculum
 - Deliver the Counseling Master Plan (CMP)
 - Develop learning activities which promote academic, career, or social/emotional development via Tier I & II supports
 - Provide small group counseling in the areas of emotional regulation, social skills development, coping strategies and problem-solving.
- Provide Student Academic Services
 - Attend Student IEP, 504, & SST meetings as appropriate
 - Use COST Student Tracking model to identify and monitor student supports
- Deliver Responsive Services
 - Provide planned, short-term, goal-focused counseling in individual or small group settings on a limited basis
 - Recognize and respond to student mental health needs and assist students and families in seeking resources
 - Provide short term support and assistance on site to students and families as they navigate crisis and emergency situations during school hours
 - Advocate for students as appropriate at various student support meetings and across campus

Indirect Student Services

- Consult and share strategies supporting student achievement with parents, teachers, other educators, and community organizations
- Serve as a resource to teachers for effective classroom management as appropriate for an individual or small group of students
- Collaborate with other educators, parents, and the community to support student achievement
- Refer students and families to school or community resources for additional assistance and information and maintain websites with virtual resources
- Assist administration in identifying and resolving school-wide issues and needs in an effort to improve school climate and culture

Pleasanton Unified School District
Job Description

- Participate on school MTSS teams
- Ensure student records are confidential and maintained per state and federal regulations

KNOWLEDGE OF:

- School Counseling Curriculum
- Student Academic Planning
- COST Student Tracking Model
- Multi-Tiered System of Supports
- Crisis Response Protocol

TRAINING, EDUCATION, AND EXPERIENCE:

- Bachelor's degree
- Master's degree preferred

LICENSES AND OTHER REQUIREMENTS:

- California Pupil Personnel Services Credential with a Specialization in School Counseling

TERMS OF EMPLOYMENT:

185 Days, Certificated Salary Schedule

BOARD APPROVED: 05/25/2023