

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: AWARE & CONNECT COUNSELOR

BASIC FUNCTION:

Under the direction of Student Services Program Director, the counselor provides all students equitable access to a quality developmentally appropriate and comprehensive counseling program focused on academic success, personal and social/behavioral development and career development. These services will be provided through education and behavioral counseling to individuals and small groups; assisting students in understanding and seeking solutions to academic, social and emotional challenges and issues; serving as a resource pertaining to student behavior management strategies, and welfare and attendance challenges and concerns and providing support to other educational programs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Will assist in developing student behavior management plans, groups and programs for the Purpose of resolving social, emotional, and educational challenges and concerns.

Will conduct structured, goal-oriented counseling sessions in a systematic response to the identified academic and social-emotional needs of students.

Will perform assessment and consultation related to alcohol and drug dependency issues; perform group and individual counseling and refer students and parents to community resources; develop a treatment and discharge plan, including an aftercare program.

Will assist in identifying school program needs for the purpose of developing school instructional programs geared to meet individual student needs, support school-wide PBIS program

Will assist in the planning, development, and, implementation of programs (e.g. student groups, guest speakers, Social Emotional Learning curriculum) for the purpose of promoting student educational and social development

Consults and collaborates with teachers, staff, parents, and community entities for the purpose of understanding and meeting the needs of students.

Coordinates with site staff, middle school staff, and/or community entities (e.g. service clubs, courts, child protective services, mentoring organizations, etc.) and, in collaboration with the purpose of providing/receiving requested information, developing support programs, making recommendations and providing a successful transition between programs.

Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.

Participates in school meetings (e.g. staff, student study team, IEP's, outside agency) for the purpose of providing and gathering information to meet the educational, social and emotional needs of students.

Plans, develops, and presents, as requested, a variety of reports pertaining to programs, initiatives, functions, and activities for the purpose of evaluating the effectiveness of the program and planning for success.

Provides direct counseling and therapy services (e.g. individual, group, whole class) for the purpose of supporting student educational, social, and emotional success.

Serves as a resource for site personnel, District personnel and members of the school community for the purpose of promoting student success

To attend job related meetings or activities. To perform non-administrative additional duties which enhance the counseling program, when assigned by the person in charge of the counseling department and/or the Principal as adjunct to regular stated duties, provided it is mutually agreed that these activities and duties do not interfere with the counseling responsibilities outlined above.

To develop as a professional school counselor.

Provide support and focus on developing a school climate that promotes the 1) attitudes, knowledge and skills that contribute to effective learning in school and being a life-long learner; 2) completion of elementary school with the academic preparation essential for secondary promotion with the ability to choose from a wide range of substantial post-secondary options, including college; and 3) understanding of the relationship of academics to the world of work and to life at home and in the community.

Oversee and coordinate formal and informal student events and activities that enhance career Development.

Throughout the year, consult with and/or provide resources to teachers to facilitate their instruction of counseling content and to infuse counseling content in the general educational curriculum.

Guide individuals and groups of students through the development of life-long learning skills: work with students in acquiring knowledge about and effective use of skills when interacting in the home, academic and peer environments.

Provide personal/social services to ensure that students will acquire the knowledge, attitudes and interpersonal skills to help them to understand and respect self and others; 2) make decisions, set goals and take necessary action to achieve goals; and 3) acquire personal safety skills.

Counsel individuals and small groups of students toward social and emotional growth: conduct structured, goal-oriented counseling sessions in systematic response to identified needs of individuals

or groups of students. Topics may include academic failure, family issues, child abuse, attendance and/or behavior problems, peer problems and substance abuse. Serve as a student advocate and avoid the role of a disciplinarian.

Consult with and train teachers, parents and staff regarding children's needs: participate in meetings; conduct professional development for teachers; act as a resource person for staff and parents; conduct conferences with teachers and/or parents; conduct newsletters, assist families with school-related problems, including conducting home visits as needed.

Refer children with problems and their parents to special programs, specialists and outside agencies: consult and coordinate with in-district and community-based specialists, such as school administrators, nurses, school psychologists, family resource center, service agencies, and physicians.

Participate in and facilitate the intervention team process: assume an active role in designing, implementing, monitoring, and adjusting social/emotional interventions with small groups and individuals.

Plan and evaluate the counseling program: review the counseling program annually with staff and administration; establish the counseling program master calendar; evaluate learning activities as they are implemented; complete an annual counseling program evaluation.

Pursue continuous professional growth: attend state and local sponsored staff development offerings; join associations; read professional journals; take post-graduate courses; conduct professional development for colleagues and other staff.

Adhere to laws, policies, procedures, and ethical standards of the school counseling profession. *E 20.* Prepare records and reports related to the assignment; prepare letters to parents, progress reports, referrals, and related documents.

Willingness to embrace the District Core Values.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Counseling principles, laws, policies, procedures, and ethical standards of the school counseling profession.

Child abuse reporting laws.

Community referral sources, human growth and development, counseling theories and practices and possible handicapping conditions.

Special programs.

Interpersonal skills using professionalism, tact, patience, and courtesy.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District students.

Oral and written communication skills.

Record-keeping techniques.

ABILITY TO:

Gather, analyze and organize information and resources.

Provide academic, career guidance, and personal/social counseling services for assigned students.

Effectively communicate with students, parents, and appropriate District staff regarding student progress.

Identify student needs and recognize symptoms of serious concerns.

Listen and effectively communicate with all people in a professional capacity and determine when referrals to other services are necessary.

Perform a variety of administrative functions.

Read, perform basic mathematical calculations, write reports, and use technology effectively must be evident.

Prepare and maintain a variety of documents related to students.

Maintain current knowledge of counseling program rules, regulations, requirements and restrictions.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Operate office equipment.

Work confidentially with discretion.

Report for duty consistently during student attendance days and other designated work days, in a punctual manner.

EDUCATION AND EXPERIENCE:

Possess a Master's Degree in psychology, school counseling, social work, or related field.

Two years of school related work experience emphasis with social/emotional support

LICENSES AND OTHER REQUIREMENTS:

Any combination equivalent to: Possess a valid California Pupil Personnel Services – School Counseling Credential.

Possess a valid California driver's license and have the ability to travel from one location to another.

Bilingual Spanish/English preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment subject to constant interruptions, subject to driving to off-site meetings.

PHYSICAL DEMANDS:

Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects. Ability to stoop, climb, stand for long periods of time, and perform physical labor, with physical mobility and stamina to participate in activities which may be strenuous and ability to speak to deliver presentations.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: April 13, 2023