

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: COUNSELOR – SPECIAL STUDENT SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Director of Special Student Services the Counselor II will provide district-wide support for family support services; assistance to schools for students who are identified to be “at-risk” for school failure; and providing services including home visits, conferencing, classroom demonstrations, referral to outside agencies, individual group and family therapeutic services, parent education, and staff in-service. Assist school site and parents in planning appropriate strategies to address the student’s barriers and to assure services are provided according to the intervention plan. Provide personal social and emotional counseling and guidance services to students; make referrals to other community resources, support groups and social service agencies as appropriate.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Manage an assigned case load of students; provide individual and group counseling and guidance to students; confer as needed with parents, teachers and others regarding student needs including school achievement, attendance and behavior; assist students in acquiring knowledge and skills to enhance their academic, career and personal/social development.

Cooperatively works with School Study Team Chairpersons and school psychologists at sites for the purpose of providing services to students with special needs who require counseling and other services as specified in their Individual Education Plan.

Perform intakes and assessments and maintains records on referred students.

Assist in providing school wide prevention and intervention strategies.

Assists in providing communication and the coordination with outside agencies for the purpose of ensuring successful participation in the academic program and to develop WRAP services if needed.

Cooperatively works with the District Crisis Team for the purpose of providing assistance to schools during crisis interventions.

Coordinates and provides counseling and other intervention activities to students and families for the purpose of providing support for family support programs.

Facilitates communication between students and/or parents with teachers and/or other personnel for the purpose of evaluating situations, solving problems and/or resolving conflicts.

Provides direct therapeutic counseling intervention (individual, group, family) for students and families for the purpose of providing support to children and families. Provide counseling services to address substance abuse, trauma, behavioral, social, language and school adjustment problems; provide crisis counseling and intervention services as needed; refer at-risk students to school services/programs, social services, and governmental agencies, support groups and other community resources as appropriate; consult with law enforcement agencies regarding students as necessary.

Communicate with personnel, school staff, parents, students and public agencies regarding student placement, referrals, services and related issues; serve as liaison to other agencies, students, school personnel, families and community organizations; maintain relations between school, the community and community services; develop alliances between staff and students through restorative justice practices and conflict resolution.

Prepares documentation (i.e. evaluations, observations, case management records, progress, contacts with parents, teachers and outside professionals, medical claim reports, etc.) for the purpose of providing written support, developing recommendations and/or conveying information.

Provides and coordinates parent education and staff in-service for the purpose of providing information on prevention of alcohol, tobacco, drug abuse, and supporting students with mental health needs.

Provides classroom presentations and demonstrations on strategies (i.e. self-esteem, social skills, responsibility, coping, making wise choices, respecting others, bully prevention and suicide prevention, etc.) for the purpose of ensuring successful participation in the academic program

Operate a variety of office equipment including a computer, notebook and assigned software.

Attend and participate in a variety of meetings with leadership, parents, teachers and students; provide information concerning student progress; attend meetings to represent students as needed; serve on assigned teams, advisory groups, councils and/or committees.

**OTHER DUTIES:**

Assist with the supervision of students during lunch, breaks and other school activities as requested.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Effective personal and academic counseling techniques and procedures.

Counseling theory, ethics and associated legal confidentiality requirements.

Applicable sections of the Education Code and other applicable laws, rules and regulations.

Normal and abnormal child behavior and development.

Crisis assessment methods and procedures.

Assessment techniques, results and interpretations.

Behavior modification techniques and strategies.

Student assistance programs.

Community referral resources.

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

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Operation of office equipment including a computer and assigned software.

Oral and written communication skills.

**ABILITY TO:**

Provide academic, career and social/behavioral counseling and guidance services to students.

Assess student needs and develop viable plans and alternatives.

Make referrals to other community resources, school programs/services, support groups and social

service agencies as appropriate.

Plan, prepare and conduct individual and group counseling sessions.

Interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of applicable laws, codes, rules and regulations.

Provide parents with accurate, comprehensive and relevant information.

Understand the diverse cultural backgrounds of students served.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Meet schedules and time lines.

Maintain confidentiality of sensitive and privileged information.

Maintain records and prepare various reports.

Establish and maintain cooperative and effective working relationships with others.

Operate a variety of office equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in school counseling, psychology, marriage and family therapy, or related field and two years of counseling experience.

**LICENSES AND OTHER REQUIREMENTS:**

LMFT or LCSW preferred

Valid Pupil Personnel Services Credential.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting and standing for extended periods of time.