

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE

Elementary School Counselor

REQUIRED QUALIFICATIONS

EDUCATION:

Valid California credential authorizing service as a school counselor; Master's Degree in Psychology/Social/Behavioral Sciences, Education, or related field, desired.

SKILLS:

Ability to evaluate attendance and academic records such as ISTs, IEPs, 504 Plans, test scores, etc.; ability to non-judgmentally advocate for students with empathy and compassion; establish and maintain cooperative and effective working relationships with students, staff, parents, and administration; ability to multi-task, prioritize and creatively problem solve; knowledge of community resources and services; ability to work and communicate effectively with diverse populations; ability to identify and determine the basic nature of student problems and needs, and provide assistance and/or connect with appropriate agencies; ability to facilitate individual and/or group counseling sessions; knowledge of counseling objectives, principles and procedures; skills in motivating students, communicating with individuals from varied educational and cultural backgrounds; ability to perform a variety of specialized and job related tasks, maintain records, meet schedules and deadlines; knowledge of assessment instruments and their application, relevant education codes, state and district policies; ability to complete a case study, be flexible and work under time constraints.

EXPERIENCE:

Experience with classroom teaching at the elementary school level; working with Foster Youth and/or at-risk families; previous counseling experience, as well as bilingual/Spanish desired.

BRIEF DESCRIPTION OF POSITION

Under the supervision of the Coordinator, Foster Youth and Student Support Services, the categorically funded Elementary School Counselor serves as an instructional and academic support that focuses on Foster Youth and other at-risk students; in collaboration with the site administrator and teachers, monitors and assesses designated students to ensure their academic, socio-emotional, and transitional needs are met; communicates and collaborates with educational and community stakeholders; establishes methods of program evaluation and data collection related to assigned schools; collaborates with middle school personnel to assist students in making a smooth transition from elementary school to middle school; works closely with site administration and teachers to ascertain student progress and academic needs; facilitates intervention services; provides one-on-one and group counseling; collaborates with teachers and other staff members to implement trauma informed classroom practices; connects students to school,

BRIEF DESCRIPTION OF POSITION (continued)

district and community resources; performs other related duties as assigned. This position is an extension of the Academic Case Carrier Program.

ESSENTIAL JOB FUNCTIONS

- Develop programs and processes that positively impact student attendance.
- Develop programs and processes that positively influence chronic absenteeism.
- Develop programs and processes that positively impact school discipline and suspension rates.
- Collaborate with administration and staff to monitor and assess academic, socio-emotional, and transitional progress of identified students.
- Establish protocols for researching students' educational history, identify student needs and resources, including ISTs, IEPs, 504 Plans, BSP/BIPs, and monitor outcomes.
- Conduct guided classroom activities based on student data and student needs, including activities related to career awareness.
- Establish methods of program evaluation and data collection related to designated at-risk students.
- Conduct home visits to establish communication and positive connections between parent/guardian and school setting around identified issues.
- Regularly communicate and collaborate with educational and community stakeholders of the identified students.
- Research and collect information regarding educational records, previous educational history, including behavior or mental health issues to determine the student's educational strengths, progress, and needs.
- Consult with staff, teachers, caregivers, education rights holders (ERH), and outside agencies for the purpose of providing academic achievement and progress toward educational success.
- Provide training and support to educators, school staff, and caregivers on the tools and resources needed to best serve identified youth.
- Implement and support the school sites identified character education programs/plans and positive behavior interventions.
- Monitor and document educational related data of the identified students including attendance and discipline records.
- Connect caregivers to district and community resources.
- Maintain confidentiality of sensitive and privileged information in accordance with district, state, and federal mandates and other specified legal requirement or policies.
- Assist school administrative staff and help maintain a safe, orderly environment by supporting students and programs before, during, and after school.
- Implement appropriate intermediate procedures relative to incidents related to the immediate safety of students and adhering to education code, District and/or school policies.
- Identify and collaborate with community resources to assist identified students with support academically, medically, socially and emotionally during and beyond elementary school.
- Identify, facilitate, enroll, and monitor student intervention programs, as needed.
- Conduct interviews, risk assessments, and observations; assist crisis intervention teams, as needed.
- Translate laws and policies governing schools and children into programs and/or activities designed to promote school achievement in high-risk students.
- Consult with staff, teachers, caregivers, education rights holders (ERH), and outside agencies to ensure participation in all applicable standardized testing.

ESSENTIAL JOB FUNCTIONS (continued)

- Work with staff to ensure students have the opportunity to try out and participate in co-curricular activities, clubs, etc.

OTHER JOB FUNCTIONS

- Maintain flexible work hours; required use of personal automobile.
- Effectively navigate the itinerant nature of the position, which may include altering work hours to facilitate the various learning environment of students.
- Participate in professional development; PLCs; team meetings; ISTs, IEPs, as needed to ensure continuous improvement for identified students.
- Maintain and submit accurate records and paperwork.
- Collaborate positively with all stakeholders, administration, staff, and outside agencies.
- May plan and coordinate the work of paraprofessionals and/or volunteers.
- Maintain professional competence and familiarity with legal requirements, District policy and regulations through participation in appropriate inservice education activities and/or self-selected professional growth activities.
- Participate in in-service/staff development programs for the purpose of meeting professional growth, state/District/credential requirements.
- Participate cooperatively with the principal/designee to implement the system by which the employee will be evaluated in conformance with the District's evaluation procedures including attainment of District goals and objectives.
- Participate in District wide reform efforts.
- Communicate effectively with staff and parents.

PHYSICAL REQUIREMENTS

Significant physical abilities include sitting for prolonged periods, lifting/carrying, reaching/handling/use of fingers/feeling, talking/hearing, near and far visual acuity/visual accommodation.

OTHER REQUIREMENTS

TB test clearance, Department of Justice Fingerprint clearance, valid driver's license, and proof of insurability.