

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE

Student Services Counselor

REQUIRED QUALIFICATIONS

EDUCATION:	Required	Valid California credential authorizing service as a school counselor.
	Desired	Master's degree, crisis intervention training,
SKILLS:	Required	Knowledge of substance abuse education programs.
EXPERIENCE:	Required	Minimum of two (2) years of recent successful experience in counseling, social work, health education, or related fields with school aged children.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director, Student Services, the Student Services Counselor will work with the Coordinator, Student Services, designated key site staff members, teachers, counselors, psychologists, site administrators, and partner agencies to develop and implement a program that provides age-appropriate, research based, drug, alcohol, tobacco, violence and safety prevention education programs; intervention services, and alternative strategies and activities for students in the District.

ESSENTIAL JOB FUNCTIONS

- Provide age appropriate, research based, developmentally based drug, alcohol, tobacco, and violence prevention education programs and alternative strategies and activities for students.
- Organize and deliver presentations and/or staff development sessions to provide student services related training (e.g., child abuse reporting, attendance procedures, school safety information) to ensure successful implementation of the Student Services programs in the District in cooperation with the Coordinator, Student Services, and Staff Development program.
- Chair and conduct School Attendance Review Board meetings and other student attendance enhancing activities.
- Provide support to students and their families, teachers, and site administrators through offering student counseling groups (i.e., anger management, drug/alcohol/tobacco, decision making, etc.), case management, and referrals.
- Assist with facilitation of "Smokeless Saturday" tobacco intervention, on campus tobacco cessation sessions for secondary students, and student development activities.
- Assist teachers and other counselors in working with community organizations to develop and implement assessment strategies to gauge the effectiveness of programs to establish alternative activities to reduce high risk behaviors.
- Collaborate with community organizations to foster links that span from elementary through secondary schools and provide articulation to alternative programs, adult education, colleges, training programs, and work settings.
- Offer parenting classes and/or referrals to appropriate services to children and families within the District.
- Monitor availability of student assistance program instructional materials and develop orders for appropriate materials, as necessary.

ESSENTIAL JOB FUNCTIONS

- Assist school staff in developing and implementing changes in the Student Services program to meet new legislative requirements.
- Develop a newsletter at regular intervals for administrative and other support staff (i.e., counselors, psychologists, etc.) to provide information regarding changes in federal and state legislative requirements, municipal code, and Board Policies and Administrative Regulations for the school District.
- Collaborate with other members of the Educational Services Division to ensure articulation and access to core curriculum.
- Attend training and conferences and access/research information, as needed.
- Perform other duties as assigned.

PHYSICAL REQUIREMENTS

Significant physical abilities include sitting for prolonged periods, lifting/carrying, reaching/handling/fingering/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.

06/03