

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Long Term English Learner Counselor

**DEPARTMENT:** Curriculum Accountability and Continuous Improvement

**POSITION SUMMARY:** The Long Term English Learner Counselor, under the general direction of the Director of Curriculum Accountability and Continuous Improvement, will perform a variety of duties in developing, planning, and implementing a comprehensive school counseling and guidance program that includes academic, career, personal/social development for middle school and high school Long Term English Learner students. This additional support will be provided in addition to the services provided by school counselors. The LTEL Counselor provides supplemental informational services to Long Term English Learner students and parents which will assist the student in making appropriate decisions relative to the student's school program, the student's relationship with teachers, and decisions outside of the school setting to support the development of English Fluency and College and Career Readiness. The LTEL Counselor will serve 196 days of service per school year and shall work on a prearranged schedule, as determined by his/her Supervisor, between 7:00 a.m. and 9:00 p.m. with additional hours as needed to fulfill the requirements of the position.

### **ESSENTIAL FUNCTIONS:**

1. Provides additional support for all LTEL students to provide the opportunity of either individual or group counseling regarding student academic, social and career development.
2. Provides all teachers and parents of LTELs the opportunity for consultations regarding student academic and/or social behavior.
3. Assists in providing for all students a formalized program of career guidance.
4. Provides school wide prevention and intervention strategies for LTEL students.
5. Consults with High School Counselors regarding course selection and articulation for incoming LTEL freshmen.
6. Reviews course schedules for each LTEL to prevent or correct misplacement.
7. Assists LTEL students in defining and developing appropriate short-range goals for each school year, long range educational goals and in setting personal performance standards.
8. Provides information and advises LTEL students and their parents on college selection and college entrance requirements and procedures.
9. Provides input to administrators, teachers, counselors and other approved District staff members for the improvement of the educational program for LTEL students.
10. Consults with Site EL Coordinator regarding placement, progress monitoring, and reclassification.
11. Advocates high academic achievement and social development of LTEL students.
12. Attends and participates in IEP, SST, and other required meetings and/or conferences, as needed.
13. Reinforces student behavior appropriate to the school environment by utilizing guidance techniques, as needed.
14. Assists with referring students to the school psychologist for psychological services including individual testing when deemed necessary.
15. Assists with the administration and supervision of the PSAT/SAT, and other appropriate mandated tests.
16. Keeps and maintains school records and provides written references to appropriate agencies.
17. Interprets school programs and guidance functions to individuals and community groups upon request.
18. Keeps well informed on state laws and professional ethics in counseling with youth and on current policies and procedures of all community mental health and social agencies.

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19. Assists with the development and implementation of the master schedule.
20. Provides consultation, training, and staff development to teachers and parents regarding LTEL students' academic and/or social behavior.
21. Continuously promotes positive relationships among pupils, teachers, parents, District personnel, and community.
22. Maintains regular and prompt attendance in the workplace.
23. Performs other reasonable duties as assigned or required in fulfillment of District goals.

**EDUCATION AND EXPERIENCE:** Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. The counselor must hold a valid California Pupil Personnel Services Credential in school counseling. Previous experience as a high school counselor and/or teacher is desirable.

**SKILLS AND QUALIFICATIONS:**

1. Ability to communicate effectively, both orally and in writing.
2. Ability to prepare comprehensive reports.
3. Ability to analyze and evaluate effective instructional programs for LTELs.
4. Demonstrated commitment to advocacy for the instructional needs of English learners and equitable access to education.
5. Knowledge and ability to provide effective instructional strategies and leadership.
6. Knowledge of the intellectual, social, emotional and physical needs of middle and high school age students.
7. Knowledge of Characteristics and educational needs of Long Term English Learners.
8. Ability to maintain cooperative working relationships with those contacted in the course of work.
9. Strong interpersonal skills.
10. Knowledge of age and subject curriculum.
11. Bilingual Spanish Preferred.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids
4. Speak at normal levels so that others may understand, in person and on the telephone.
5. Hear and understand at normal levels, in person and on the telephone, with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Squat, stoop and/or bend over.
8. Reach overhead, grasp, push/pull up to 45 pounds for short distances.
9. Lift and carry up to 45 lbs. at waist height for short distances.

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**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in an office and/or classroom environment and come in direct contact with District and site staff, students, and the public. In addition, the High School Counselor must perform duties and responsibilities that occur outside school buildings and facilities on the school campus.

**SALARY:** Leadership/Management Salary Schedule LMP Range 11

**DAYS OF SERVICE:** 196 days

Adopted: TUSD 11/14/17

Revised: TUSD 2/13/18 (salary adjustment)