

BUCKEYE UNION SCHOOL DISTRICT  
Position (Job) Description – Student Counseling Assistant

<b>TITLE:</b>	Student Counseling Assistant	<b>REPORTS TO:</b>	Site Principal/Assistant Principal
<b>DIVISION:</b>	Student Services	<b>CLASSIFICATION:</b>	Classified
<b>SITE:</b>	District-wide	<b>WORK YEAR:</b>	180 Days
<b>BOARD APPROVAL:</b>	8/18/2021	<b>SALARY RANGE:</b>	Range 5 DOE - Classified Salary Schedule

**SUMMARY**

Under the general direction of the Principal/Vice-Principal, is involved with the counseling and monitoring of highly at-risk students to help students identify how they can fully access high quality learning options, alternatives and engage in other various activities in order to achieve their personal best; work with teachers and counselors to provide student support; and work with the student and families to assist in addressing and resolving health, behavior, attendance and other problems that may be impeding a student from achieving their personal best.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (other related duties may be assigned):**

The following are typical duties and responsibilities for positions in this classification.

- Establish dialogue with and counsel students who have been identified as highly at-risk, to help students access options for success.
- Monitors homework, discipline and attendance contracts of highly at-risk students.
- Establishes contact with parents/guardians of highly at-risk students and facilitates their attendance at meetings or other functions in support of their student.
- Conducts “virtual” home visits to follow-up on attendance problems of highly at-risk students.
- Assists students and families in resolving health, behavior, attendance and other problems to support students in achieving their personal best.
- Assists in the collection of student data for the purposes of monitoring progress of highly at-risk students.
- Assists in the implementation of student incentive programs, behavior plans, and 504 plans related to academic achievement.
- Assists with the facilitation of parent conferences with families of highly at-risk students.
- Perform clerical duties including, filing, copying, record keeping et cetera, as required.
- Performs all other duties as assigned by the Superintendent or his/her designee.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

Knowledge of:

- Oral and written skills using correct grammar, spelling, punctuation and vocabulary in English.
- Interpersonal skills demonstrating use of tact, patience and courtesy.
- Telephone skills demonstrating effective communication skills, techniques and etiquette.
- Basic operation of a computer to enter data and other office equipment

- Diverse cultural backgrounds.
- District and community resources.
- Applicable State, federal and District rules, regulations related to assigned activities.

Ability to:

- Ability to listen to student's problems with patience and understanding.
- Ability to develop and maintain cooperative working relationships with students, families and others.
- Ability to maintain effective and timely written and oral communications with parents, support staff, and other school personnel.
- Ability to demonstrate interpersonal and communication skills using tact, patience, and courtesy.
- Display constructive organization skills, prioritize, and schedule work.
- Operate standard office equipment including a computer and assigned software.

Education and Experience:

- Possess high school diploma or equivalent, with some college courses in child development or counseling preferred;
- Minimum one (1) year experience working with students in an educational setting.

Licenses and certificates:

- Child development permit, preferred
- California Driver's License and evidence of insurability
- TB Test Clearance
- Criminal Justice Fingerprinting Clearance

**WORKING CONDITIONS**

ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

PHYSICAL ABILITIES:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee will be required to: With reasonable accommodations, if necessary, walk, sit or stand for extended periods of time; dexterity to operate a computer and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information; seeing to read and prepare materials.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.*