



School Counselor Job Description

JOB SUMMARY:

Under the supervision of the Executive Director of Student Services, provide school counseling and guidance program; advocate for the high academic achievement and social development of students; provide schoolwide prevention and intervention strategies, and provide consultation, training, and staff development to teachers and parents regarding students' needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implements the American School Counselor Association (ASCA) National Standards Model for School Counseling and Guidance.
- Assists in the development, planning, implementation, and evaluation of school counseling and guidance program that includes academic, career, personal, and social development.
- Provides counseling and guidance learning activities for students in collaboration with the teaching staff.
- Provides brief small group and individual school counseling services to address social and emotional concerns.
- Assists in providing prevention and intervention services to include crisis management and other district or site-based student services programs.
- Collaborate with teachers and parents on early identification and intervention of students' academic and social/emotional needs to help develop skills and behaviors critical for academic achievement.
- Assist families with school-related problems and issues by setting up meetings or presenting workshops to address specific needs.
- Provides on-going support of students who need further support or refers the families to agencies who can assist them in areas of identified counseling needs.
- Provides assistance for teachers and communicates with families.
- Provides programming for students based upon their individual abilities and needs.
- Attends faculty and district meetings and participates in district provided trainings.
- Evaluates the counseling programs annually for student achievement and growth.
- Maintains appropriate counseling records.
- Performs obligations mandated by laws and/or Board policies.
- Performs other duties related to the position.

QUALIFICATIONS

Knowledge of:

- Federal and state laws pertaining to student education
- ASCA national model and standards for school counseling
- Appropriate subject matter and current developments in the field of counseling and curriculum
- Assessment practices, record keeping and management, data collection and interpretation
- General concepts of child development and child behavior characteristics
- Student behavior management techniques and strategies
- Social emotional learning
- District operations, policies, rules, and regulations
- Correct English usage, spelling, grammar, punctuations, and arithmetic
- Modern office methods, equipment, and procedures

Ability to:

- Demonstrate an equity lens in all aspects of the duties and responsibilities
- Remain current on research and best practices around counseling and guidance
- Communicate effectively with staff, parents, school sites, and community members in both oral and written form
- Collect, analyze, and report data
- Plan and present professional development
- Develop and maintain cooperative and effective working relationships with staff, administrators, community members, agencies, and press
- Work independently with little direction
- Develop progress reports and/or recommendations
- Direct multiple projects simultaneously
- Perform a variety of complex technical tasks involving use of independent judgment, with accuracy and speed
- Be flexible, patient, and able to work under pressure
- Apply organizational, critical thinking and analytical skills
- Share availability of resources
- Work confidentially with discretion
- Demonstrate interpersonal skills using tact, patience, and courtesy
- Proficiently operate computer and standard office equipment
- Maintain regular and consistent attendance

Education, Licenses and Other Requirements:

- Valid California Pupil Personnel Services Credential in School Counseling
- Master's degree in counseling preferred

Experience:

- Prior school counseling experience is highly preferable

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 of this position.

- Moderate noise level
- Daily contact with district and/or school staff
- Frequent interruptions
- The position may require traveling among school sites

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.

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Standing for extended periods of time
- Bending at the waist, kneeling, or crouching
- Occasionally lift and/or move up to 25 pounds

OTHER:

- Possession of a valid California's driver's license and employee provided transportation required.

CLEARANCES:

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearance
- Current negative tuberculosis (TB) clearance

Board Approved: June 18, 2024