BUENA PARK SCHOOL DISTRICT

MIDDLE SCHOOL GUIDANCE SPECIALIST

DEFINITION

Under the direction of the Principal, serves as a team member focused on the wellness of middle school students in the capacity of a mentor connecting, engaging, and monitoring student activities throughout the day. Serves as a strategic support for student engagement and behavior on campus; monitors both indoor and outdoor areas to promote safe, respectful and responsible student conduct; supervises students both on and off campus, including places that students may congregate before or after school, to ensure safety during ingress and egress; works with administration and other staff to plan and implement Positive Behavioral Interventions and Supports (PBIS) for students; establishes rapport with all students, and serves as a check-in/check-out support staff for students that have demonstrated the need for additional PBIS guidance; may communicate with families to provide updates on student progress or to link families to available school and community-based services.

EXAMPLES OF DUTIES

- Participates in school site intervention teams to promote student wellness; Provide feedback on a regular basis to the administration
- Provides assistance to staff during emergency situations as necessary; administers basic first aid to students and staff as necessary.
- Assists parents and families in accessing and utilizing community resources; makes referrals for students and to appropriate community resources and social services.
- Observes and monitors behavior of students on campus, and during ingress and egress to and from school, and other learning environments, documents and reports progress of student wellness and behavior.
- Implements emergency crisis management techniques learned in CPI training; implements supportive interventions
- Assist administration with supporting student(s) in developing a level of independence in implementing strategies to mediate wellness and utilize strategies to promote self-regulation
- Explains and assures students understanding of school rules and; assists students by answering questions and providing examples, emotional support, friendly attitude, and guidance to promote wellness and self-regulation
- Attend trainings regularly and remain current in behavioral strategies and wellness intervention techniques
- Participate in workshops and in-services as required
- Carry out oral and written directions, communicate effectively

QUALIFICATIONS

Knowledge of:

Effective strategies for working with teens and adolescent youth; check-in/check-out individualized support; school and community-based resources for academic and wellness support; de-escalation techniques for undesired behavior; non-confrontational approaches to student interactions; basics of restorative justice practices; promotes wellness and looks for early signs of adolescent stress and depression; basic first aid.

Ability to:

Perform the essential functions of the job with or without reasonable accommodation; read, write, and communicate effectively in English and a foreign language (Spanish or Korean preferred); plan and implement a variety of student activities; use initiative recognizing participants' wellness needs and develop techniques, resources, and materials to meet these needs; determine and retain confidential information; assist school staff in successfully meeting student wellness goals; establish and maintain effective and cooperative working relationships and work in a team environment; utilizing independent judgment and prepare clear, concise, and comprehensive reports; accurately interpret legal mandates, district policies, rules, and regulations, and apply them to a variety of operational procedures.

EXPERIENCE

Two years of experience working with middle-age students in a school or community based setting, college fieldwork in school settings through classroom, sports, clubs, and outreach activities, Experience and understanding of diverse student populations, student wellness activity camps or community outreach campaigns or fieldwork for community-based organizations related to student wellness.

EDUCATION

Must possess an Associate of Arts Degree, BA Degree is preferred. Coursework in social work, counseling, and teacher preparation programs preferred. Specialized training in behavior analysis is preferred.

LICENSE REQUIREMENT

Must possess a valid, California driver license and good driving record.

Willing to complete required training prompted by school and student needs as determined by school administration.

CONDITION OF EMPLOYMENT

Insurability by the district's liability insurance carrier.