



# Romoland School District

## **JOB DESCRIPTION**

### **MIDDLE SCHOOL COUNSELOR**

#### **DEFINITION:**

Under the direction and supervision of the principal, the school counselor will organize, implement and evaluate a comprehensive counseling program at the school site based on the ASCA National Model.

#### **Duties and Responsibilities:**

- Collaborate in the development, implementation, and evaluation of a comprehensive school counseling program that serves all students, based on the ASCA National Model.
- Actively participate in the review of data, measuring program progress, goal development, and implementation timelines.
- Facilitate training, modeling, and support for teachers to ensure all students receive core classroom instruction in bullying prevention curriculum.
- Actively participate in school site-level and grade-level review of student needs and monitoring of progress.
- Use data to determine which services are needed for all students, targeted students, and selected students, to address and remove academic, personal, and social barriers to learning.
- Provide short-term individual and small-group counseling to students identified with data-driven academic, personal, and social needs.
- Provide conflict resolution and short-term crisis intervention counseling.
- Work with teachers to support appropriate academic, personal, and social interventions for targeted students in the classroom.
- Identify and refer students and families to appropriate agencies and resources for students requiring intensive interventions and services (i.e. therapeutic and/or crisis counseling).
- Support and promote parent involvement in students' academic, personal, and social development.
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Attend IEP, SST, and other appropriate student support service meetings.
- Review student academic needs and schedule into appropriate courses.

**Qualifications:**

**Demonstrated Knowledge/Skills/Abilities**

- Knowledge of the state framework for Pupil Personnel Services
- Bilingual desirable
- Implement a comprehensive school counseling program in alignment with the ASCA National Model.
- Effectively seek out and disaggregate data to analyze, identify, and prioritize student needs.
- Effectively collect and use data to measure and share the impact of interventions.
- Serve as a leader, advocate, and systems change agent.
- Promote and provide culturally responsive school counseling services.
- Provide effective instruction utilizing appropriate classroom management techniques.
- Plan and organize, write with clarity and correctness, and work collaboratively with staff, administrators, grant oversight team, and parents.
- Effectively use technology and social media to support and promote the school counseling program.

**Training and Experience:**

**Credentials:**

- Valid California credential in Pupil Personnel Services with the authorization to serve as a Counselor;
- Standard Pupil Personnel Designated Services with Counselor Authorization;
- Basic Pupil Personnel Services School/Counselor

**Physical Demands And Working Conditions:**

Essential physical requirements, which the candidate must possess, are indicated with an ***E***

- Ability to work at a desk, conference table, or in meetings of various configurations. ***E***
- Ability to circulate for extended periods of time. ***E***
- Ability to see for purposes of reading laws and codes, rules and policies, and other printed material. ***E***
- Ability to understand speech at normal levels. ***E***
- Ability to communicate so others will be able to clearly understand normal conversation. ***E***

**Work Year: 194 Days**

**Board Approved: May 18, 2016**