

MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding
Pleasanton Unified School District (PUSD) AND
Association of Pleasanton Teachers Union (APT)

New Job Description for Counselor

May 15, 2023

This Memorandum of Understanding (MOU) is made and entered into by and between Pleasanton Unified School District (PUSD) and the Association of Pleasanton Teachers (APT) collectively referred to as the "Parties".

The Parties have engaged in negotiations related to revised; Job Description for the Counselor and the Employee Evaluation and have reached an agreement. The parties hereby agree to the following terms and conditions:

The attached Job Descriptions and evaluations:

Secondary 6-12

Elementary K-5

Counselor Evaluation

This agreement shall remain in effect until another agreement is negotiated and ratified by the parties.

For District:

For APT:

Date _____

Date _____


Asst. Superintendent - HR Date


APT President Date

Proposed Counselor Job Description
Pleasanton Unified School District

Title: 6-12 School Counselor

Certificated/Classified: Certificated

Reports To: Site Administrator and Teaching & Learning

Description

Design and deliver comprehensive school counseling programs that are integral to the school's academic mission; driven by student data; based on standards for academic, career, and social/emotional development; and that promote and enhance the learning process for all students. To fulfill responsibilities in alignment with standards of the American School Counselor Association (ASCA).

Performance & Responsibilities

Direct service & contact with students

- School Counseling Core Curriculum
 - Instruction - direct instruction, collaborative teaching, developing learning activities
 - Group Activities - planned activities promoting academic, career, or social/emotional development
- Individual student academic program planning
 - Appraisal - assist students in evaluating interests, abilities, skills, and achievement
 - Advisement - assist students in goal setting based on academic, career, and social/emotional data
 - Use COST Student Tracking model to identify and monitor student supports
- Responsive services
 - Counseling - provide planned, short-term, goal-focused counseling in individual or small group settings. School counselors also recognize and respond to student mental health needs and assist students and families in seeking resources.
 - Crisis response - provide support and assistance on site to students and families as they navigate crisis and emergency situations during school hours
 - Advocacy - advocate for students as appropriate at various student support meetings and across campus

Indirect student services

- Consultation - share strategies supporting student achievement with parents, teachers, other educators, and community organizations
- Collaboration - work with other educators, parents, and the community to support student achievement
- Referrals - support for students and families to school or community resources for additional assistance and information
- Assist administration in identifying and resolving school-wide issues and needs in an effort to improve school climate and culture
 - Interpreting cognitive, aptitude, and achievement tests
 - Collaborating with teachers to present school counseling core curriculum lessons
 - Analyzing grade-point averages in relationship to achievement
 - Interpreting student records
 - Providing teachers with suggestions for effective classroom management (as appropriate for an individual or small group of students)
 - Ensuring student records are maintained as per state and federal regulations
 - Analyzing disaggregated data

Title: 6-12 School Counselor

Classification: ~~Certificated/Classified:~~ Certificated

Reports To: Site Administrator and Teaching & Learning

Description

Design and deliver comprehensive school counseling programs that are integral to the school's academic mission; driven by student data; based on standards for academic, career, and social/emotional development; and that promote and enhance the learning process for all students. To fulfill responsibilities in alignment with standards of the American School Counselor Association (ASCA).

~~Performance & Responsibilities~~

SPECIFIC DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

ABILITY TO:

Direct service & contact with students

- Plan, organize, and deliver the School Counseling Core Curriculum
 - Instruction - direct instruction, collaborative teaching, developing learning activities
 - Group Activities - planned activities promoting academic, career, or social/emotional development
- Plan Individual Student Academic Program ~~planning~~
 - Appraisal - assist students in evaluating interests, abilities, skills, and achievement
 - Advisement - assist students in goal setting based on academic, career, and social/emotional data
 - Use COST Student Tracking model to identify and monitor student supports
- Deliver Responsive services
 - Counseling - provide planned, short-term, goal-focused counseling in individual or small group settings.
 - Resource Delivery ~~School counselors also~~ recognize and respond to student mental health needs and assist students and families in seeking resources.
 - Crisis response - provide support and assistance on site to students and families as they navigate crisis and emergency situations during school hours
 - Advocacy - advocate for students as appropriate at various student support meetings and across campus

Indirect student services

- Consult and ~~ation-~~ share strategies supporting student achievement with parents, teachers, other educators, and community organizations
- Collaborate ~~ation - work~~ with other educators, parents, and the community to support student achievement
- Referrals ~~als - support for students-~~ and families to school or community resources for additional assistance and information and maintain with virtual resources
- Assist administration in identifying and resolving school-wide issues and needs in an effort to improve school climate and culture



- Interpreting cognitive, aptitude, and achievement tests
- Collaborating with teachers to present school counseling core curriculum lessons
- Analyzing grade-point averages in relationship to achievement
- Interpreting student records
- Providing teachers with suggestions for effective classroom management (as appropriate for an individual or small group of students)
- Ensuring student records are maintained as per state and federal regulations
- Analyzing disaggregated data

KNOWLEDGE OF:

- School Counseling Curriculum
- Student Academic Planning
- COST Student Tracking Model
- Multi-Tiered System of Supports
- Crisis Response Protocol

TRAINING, EDUCATION, AND EXPERIENCE:

- Bachelor's degree
- Master's degree preferred

LICENSES AND OTHER REQUIREMENTS:

- California Pupil Personnel Services Credential with a Specialization in School Counseling

TERMS OF EMPLOYMENT:

185 Days, Certificated Salary Schedule

BOARD APPROVED:

Title: 6-12 School Counselor

Classification: Certificated

Reports To: Site Administrator and Teaching & Learning

Description

Design and deliver comprehensive school counseling programs that are integral to the school's academic mission; driven by student data; based on standards for academic, career, and social/emotional development; and that promote and enhance the learning process for all students. To fulfill responsibilities in alignment with standards of the American School Counselor Association (ASCA).

SPECIFIC DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

ABILITY TO:

Direct service and contact with students

- Plan, organize, and deliver the School Counseling Core Curriculum
 - Instruction - direct instruction, collaborative teaching, developing learning activities
 - Group Activities - planned activities promoting academic, career, or social/emotional development
- Plan Individual Student Academic Program
 - Appraisal - assist students in evaluating interests, abilities, skills, and achievement
 - Advisement - assist students in goal setting based on academic, career, and social/emotional data
 - Use COST Student Tracking model to identify and monitor student supports
- Deliver Responsive Services
 - Counseling - provide planned, short-term, goal-focused counseling in individual or small group settings.
 - Resource delivery - recognize and respond to student mental health needs and assist students and families in seeking resources
 - Crisis response - provide support and assistance on site to students and families as they navigate crisis and emergency situations during school hours
 - Advocacy - advocate for students as appropriate at various student support meetings and across campus

Indirect student services

- Consult and share strategies supporting student achievement with parents, teachers, other educators, and community organizations
- Collaborate with other educators, parents, and the community to support student achievement
- Refer students and families to school or community resources for additional assistance and information
- Assist administration in identifying and resolving school-wide issues and needs in an effort to improve school climate and culture
 - Interpret cognitive, aptitude, and achievement tests
 - Collaborate with teachers to present school counseling core curriculum lessons
 - Analyze grade-point averages in relationship to achievement

Pleasanton Unified School District
Job Description

- Interpret student records
- Provide teachers with suggestions for effective classroom management (as appropriate for an individual or small group of students)
- Ensure student records are confidential and maintained per state and federal regulations
- Analyze disaggregated data

KNOWLEDGE OF:

- School Counseling Curriculum
- Student Academic Planning
- COST Student Tracking Model
- Multi-Tiered System of Supports
- Crisis Response Protocol

TRAINING, EDUCATION, AND EXPERIENCE:

- Bachelor's degree
- Master's degree preferred

LICENSES AND OTHER REQUIREMENTS:

- California Pupil Personnel Services Credential with a Specialization in School Counseling

TERMS OF EMPLOYMENT:

185 Days, Certificated Salary Schedule

BOARD APPROVED:

Proposed Counselor Job Description

Pleasanton Unified School District

Title: K-5 School Counselor

Certificated/Classified: Certificated

Reports To: Site Administrator & Teaching and Learning Division

Description

Design and deliver comprehensive school counseling programs that are integral to the school's academic mission; driven by student data; based on standards for academic, career, and social/emotional development; and that promote and enhance the learning process for all students. Fulfill responsibilities in alignment with standards of the American School Counselor Association ([ASCA](#)).

Performance & Responsibilities

Direct Service & Contact With Students

- School Counseling Core Curriculum
 - Deliver the Counseling Master Plan (CMP)
 - Develop learning activities which promote academic, career, or social/emotional development via Tier I & II supports
 - Provide Small Group Counseling in the areas of emotional regulation, social skills development, coping strategies and problem-solving.
- Student Academic Services
 - Attend Student IEP, 504, & SST meetings as appropriate
 - Use COST Student Tracking model to identify and monitor student supports
- Responsive Services
 - Counseling - provide planned, short-term, goal-focused counseling in individual or small group settings on a limited basis
 - Resourcing - Recognize and respond to student mental health needs and assist students and families in seeking resources.
 - Crisis response - provide short term support and assistance on site to students and families as they navigate crisis and emergency situations during school hours
 - Advocacy - advocate for students as appropriate at various student support meetings and across campus

Indirect Student Services

- Consultation - share strategies supporting student achievement with parents, teachers, other educators, and community organizations
- Resource Contact - Serve as a resource to teachers for effective classroom management as appropriate for an individual or small group of students
- Collaboration - work with other educators, parents, and the community to support student achievement
- Referrals - support for students and families to school or community resources for additional assistance and information and maintain websites with virtual resources.
- Climate and Culture - Assist administration in identifying and resolving school-wide issues and needs in an effort to improve school climate and culture
- MTSS - Participation on school MTSS teams

Created October 2018

Current Counselor Job Description

Title: TK-5 School Counselor

Certificated/Classified: Certificated

Reports To: Site Administrator & Teaching and Learning Division

Description

Design and deliver comprehensive school counseling programs that are integral to the school's academic mission; driven by student data; based on standards for academic, career, and social/emotional development; and that promote and enhance the learning process for all students. Fulfill responsibilities in alignment with standards of the American School Counselor Association (ASCA).

SPECIFIC DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

ABILITY TO:

~~Performance & Responsibilities~~

Direct Service & Contact With Students

- Plan, organize, and deliver School Counseling Core Curriculum
 - Deliver the Counseling Master Plan (CMP)
 - Develop learning activities which promote academic, career, or social/emotional development via Tier I & II supports
 - Provide Small Group Counseling in the areas of emotional regulation, social skills development, coping strategies and problem-solving.
- Provide Student Academic Services
 - Attend Student IEP, 504, & SST meetings as appropriate
 - Use COST Student Tracking model to identify and monitor student supports
- Deliver Responsive Services
 - Provide planned ~~Counseling~~ ~~provide planned~~, short-term, goal-focused counseling in individual or small group settings on a limited basis
 - ~~Resourcing~~—Recognize and respond to student mental health needs and assist students and families in seeking resources.
 - ~~Crisis response~~—Provide short term support and assistance on site to students and families as they navigate crisis and emergency situations during school hours
 - ~~Advocacy~~—Advocate for students as appropriate at various student support meetings and across campus

Indirect Student Services

- ~~Consultation~~—and share strategies supporting student achievement with parents, teachers, other educators, and community organizations
- ~~Resource Contact~~—Serve as a resource to teachers for effective classroom management as appropriate for an individual or small group of students
- Collaborate ~~ion~~ ~~work~~ with other educators, parents, and the community to support student achievement
- ~~Referrals~~—support for students and families to school or community resources for additional assistance and information and maintain websites with virtual resources.
- ~~Climate and Culture~~—Assist administration in identifying and resolving school-wide issues and needs in an effort to improve school climate and culture
- ~~MTSS~~—Participation on school MTSS teams
- Ensure student records are confidential and maintained per state and federal regulations

KNOWLEDGE OF:

- School Counseling Curriculum
- Student Academic Planning
- COST Student Tracking Model
- Multi-Tiered System of Supports
- Crisis Response Protocol

TRAINING, EDUCATION, AND EXPERIENCE:

- Bachelor's degree
- Master's degree preferred

LICENSES AND OTHER REQUIREMENTS:

- California Pupil Personnel Services Credential with a Specialization in School Counseling

TERMS OF EMPLOYMENT:

185 Days, Certificated Salary Schedule

BOARD APPROVED:

Title: TK-5 School Counselor

Classification: Certificated

Reports To: Site Administrator and Teaching & Learning

Description

Design and deliver comprehensive school counseling programs that are integral to the school's academic mission; driven by student data; based on standards for academic, career, and social/emotional development; and that promote and enhance the learning process for all students. Fulfill responsibilities in alignment with standards of the American School Counselor Association (ASCA).

SPECIFIC DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

ABILITY TO:

Direct service and contact with students

- Plan, organize, and deliver School Counseling Core Curriculum
 - Deliver the Counseling Master Plan (CMP)
 - Develop learning activities which promote academic, career, or social/emotional development via Tier I & II supports
 - Provide small group counseling in the areas of emotional regulation, social skills development, coping strategies and problem-solving.
- Provide Student Academic Services
 - Attend Student IEP, 504, & SST meetings as appropriate
 - Use COST Student Tracking model to identify and monitor student supports
- Deliver Responsive Services
 - Provide planned, short-term, goal-focused counseling in individual or small group settings on a limited basis
 - Recognize and respond to student mental health needs and assist students and families in seeking resources
 - Provide short term support and assistance on site to students and families as they navigate crisis and emergency situations during school hours
 - Advocate for students as appropriate at various student support meetings and across campus

Indirect Student Services

- Consult and share strategies supporting student achievement with parents, teachers, other educators, and community organizations
- Serve as a resource to teachers for effective classroom management as appropriate for an individual or small group of students
- Collaborate with other educators, parents, and the community to support student achievement
- Refer students and families to school or community resources for additional assistance and information and maintain websites with virtual resources
- Assist administration in identifying and resolving school-wide issues and needs in an effort to improve school climate and culture
- Participate on school MTSS teams
- Ensure student records are confidential and maintained per state and federal regulations

KNOWLEDGE OF:

- School Counseling Curriculum
- Student Academic Planning
- COST Student Tracking Model
- Multi-Tiered System of Supports
- Crisis Response Protocol

TRAINING, EDUCATION, AND EXPERIENCE:

- Bachelor's degree
- Master's degree preferred

LICENSES AND OTHER REQUIREMENTS:

- California Pupil Personnel Services Credential with a Specialization in School Counseling

TERMS OF EMPLOYMENT:

185 Days, Certificated Salary Schedule

BOARD APPROVED:

Administrative Mandated _____
Administrative Choice _____

**PLEASANTON UNIFIED SCHOOL DISTRICT
PROFESSIONAL EVALUATION REPORT
Certificated Counselors**

Evaluatee's Name: _____ Date: _____

Site(s): _____

P E R F O R M A N C E A R E A S

Criteria and Related Indicators:

(see the *Continuum of School Counselor Development* for performance descriptors related to these standards.)**STANDARD ONE: PLANS, ORGANIZES, AND DELIVERS THE SCHOOL COUNSELING PROGRAM**

- 1.1 Participates with colleagues to plan, organize and deliver the school counseling program
- 1.2 Keeps files and information confidential
- 1.3 Establishes positive working relationships
- 1.4 Adheres to legal codes and ethical guidelines for professional school counselors

Comments: _____

_____**STANDARD TWO: IMPLEMENTS THE SCHOOL GUIDANCE CURRICULUM**

- 2.1 Delivers school guidance lessons independently and effectively
- 2.2 Uses a variety of effective instructional strategies in delivering the school guidance curriculum
- 2.3 Communicates effectively to deliver the school guidance curriculum

Comments: _____

_____**STANDARD THREE: IMPLEMENTS THE INDIVIDUAL PLANNING COMPONENT BY GUIDING INDIVIDUALS AND GROUPS OF STUDENTS AND THEIR PARENTS OR GUARDIANS THROUGH THE DEVELOPMENT OF EDUCATIONAL AND CAREER PLANS**

- 3.1 Monitors and guides student progress related to individually appropriate educational and career plans

Comments: _____

STANDARD FOUR: PROVIDES RESPONSIVE SERVICES THROUGH THE EFFECTIVE USE OF INDIVIDUAL AND SMALL GROUP COUNSELING, CONSULTATION AND REFERRAL SKILLS

- 4.1 Develops rapport and demonstrates a professional, collaborative, and team-oriented approach. Communicates in an appropriate and effective manner.
- 4.2 Develops and implements individual and group counseling services to meet student needs
- 4.3 Demonstrates knowledge of referral resources. Assesses student needs. Consults and collaborates as needed with school personnel and outside agencies.
- 4.4 Demonstrates knowledge of crisis response services and the role of the school counselor as part of the crisis response team.

Comments: _____

STANDARD FIVE: PROVIDES SYSTEM SUPPORT THROUGH EFFECTIVE SCHOOL COUNSELING PROGRAM MANAGEMENT AND SUPPORT FOR OTHER EDUCATIONAL MEMBERS

- 5.1 Participates in system support activities for counseling and other educational programs (e.g. at-risk programs, character education, AVID, etc.)

Comments: _____

Evaluatee's Comments: _____

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement.

Evaluatee's Signature _____ Date _____

I certify that _____ has met all the Professional Standards of the Pleasanton Unified School District and is recommended for advancement to tenure status. (P2)

I certify that _____ is progressing satisfactorily in meeting the Professional Standards of the Pleasanton Unified School District and is recommended for advancement to Probationary 2 status. (P1)

I certify that _____ is progressing satisfactorily in meeting the Professional Standards of the Pleasanton Unified School District. (Temp)

I certify that _____ meets the Professional Standards of the Pleasanton Unified School District. (Perm)

I certify that _____ is not at the level of Professional Standards established for counselors in the Pleasanton Unified School District as identified in the comments above. (Perm)

_____ is not recommended for advancement. (Temp / P1 / P2)

Administrator's Signature _____ Date _____

Administrator's Printed Name _____ Administrator's ID _____

Evaluatee's Signature _____ Date _____

Distribution: Original - Human Resources Copy - Site Copy - Employee