JOB DESCRIPTION
Behavioral Counselor

DEFINITION:

Under the direction of site administration and student support team members, the Behavioral Counselor is accountable for improving whole child student well-being and achievement for all students with special attention on students requiring additional social emotional support; develop and lead a service-oriented department to support, schools, site leaders, and intervention staff; collaborate with all District departments to develop and integrate comprehensive and effective social emotional, mentoring and attendance support services to meet the needs of students and families; provide leadership and direction to professional, technical and clerical staff in a major program area of the District to ensure timely delivery of high quality services; supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness in support of professional learning, mental health and social emotional supports and interventions within a Multi-Tiered System of support. (Days- 195) (Salary- Placement on the Unrepresented Management Salary Schedule at a ratio of 1.1858)

ESSENTIAL DUTIES:

- Develop and lead a service-oriented department to support schools, site leaders, and instructional staff; work interactively with all District's and community stakeholders to accomplished stated goals.
- Plan, organize, control, direct and evaluate a variety of prevention and intervention programs, projects and activities related to a major program area for the District; provide technical expertise regarding assigned functions; formulate and develop policies and procedures.
- Accountable for improving student attendance, discipline and social emotional wellness and preparing career ready graduates at all grade levels.
- Collaborate with Superintendent and/or designees over major program areas to develop and integrate comprehensive and effective educational, social emotional, attendance and mentoring services to provide students and families access to high quality district and community resources in support of students achieving their personal best.
- Develop and implement effective long and short-term plans and activities; provide leadership to the goal- setting process.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; provide for appropriate research and compile accurate reports for State and Federal agencies to ensure the integrity and credibility of the District.
- Communicate with other department administrators, District personnel and program personnel to coordinate activities and programs, resolve issues and conflicts and exchange information; ensure proper implementation and communication of program activities with the instructional area personnel.

- Supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning.
- Attend or chair a variety of meetings; represent the District in collaborative/ partnerships/task forces with outside agencies, institutions of higher education, county child welfare department, and judicial and law enforcement agencies as assigned by the Superintendent or designee.
- Develop, prepare and submit for approval the annual budget for the assigned major program area; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the district.
- Review current applicable legislation and potential legislation for possible program and/or fiscal impact; ensure compliance with various laws and regulations.
- Represent the District on behalf of the Superintendent and Board of Education with District's staff, parents, and students and when appropriate, with local, state and national levels.
- Visit school sites and classrooms on a regular basis. Perform related duties as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Masters' degree in Social Work required
- Valid California Pupil Personnel Services (PPS) Credential with Specialization in School Social Work required,
- Experience coordinating comprehensive support systems to students
- Experience providing case management, facilitating support groups, and delivering mental health interventions in an academic setting
- Proficient in student information database

Desirable Qualifications:

- Skill in MS Office and Google Suite
- Child Welfare Attendance (CWA)

Licenses, Certifications and other Requirements:

- List type of licenses, certifications, training, testing or clearances.

Knowledge of:

- Planning, organization and direction of a major program.
- Budget preparation and control.
- Current educational principles and practices.
- Educational programs, curriculum and instructional practices.
- School plant operations and appropriate supportive services required to ensure operational effectiveness.
- Interpersonal skills using tact, patience and courtesy.
- Employee collective bargaining contracts.
- Principles and practices of management.

- Applicable laws, codes, regulations, policies and procedures District organization, operations, policies, objectives and goals.

Ability to:

- Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance.
- Create competitive and breakthrough strategies and plans to take full advantage of the changing environment.
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- Attend District program meetings which may be held at different sites. Learn new or updated computer systems and/or software programs to apply to current work.
- Work collaboratively and build positive relationships with a diverse group of stakeholders.
- Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
- Ability to translate theory into action.
- Remain current on trends and development in the education field.
- Demonstrate loyalty and high ethical standards.
- Exercise judgment and discretion in interpreting and applying policies and legislation.
- Focus and appropriately allocate resources toward identified goals.
- Manage change and design an effective system of reporting progress and monitoring results.
- Negotiate skillfully in difficult situations and create solutions to promote compromise.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
- Communicate, understand and follow both oral and written directions.
- Interpret, comprehend, apply and explain rules, regulations, policies, procedures and legislation. Analyze legislation accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and times.
- Prepare comprehensive narrative and statistical reports.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes Apply integrity and trust in all situations.

WORKING CONDITIONS:

Work 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.

Physical Demands: 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.

- Mental Demands: high workflow management, high project coordination, high people engagement
- Finger Dexterity: using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together

- Talking: especially where one must convey detailed or important instructions or ideas accurately, loudly, or quickly
- Average Hearing: able to hear average or normal conversations and receive ordinary information
- Average Visual Abilities: ordinary acuity necessary to prepare or inspect documents or operate machinery
- Physical Strength: sedentary work. Sitting most of the time, and occasionally exerts up to 10 lbs. of force (almost all office jobs)
- Frequent multi-tasking, changing of task priorities, repetitious exacting work required
- Working in a noisy, distracting environment with frequent deadline pressures

Hazards:

- Hazards associated with servicing students with behavioral management disabilities.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: November 9, 2021

FLSA Status: Exempt