

EL Counselor (Title III)

BASIC FUNCTION:

Under the direction of the Director of Language support Services, provide supplemental support to ensure that English learners who are experiencing difficulty in language acquisition and mastering the proficient or advanced levels of academic achievement standards receive effective and timely assistance. The EL Counselor will work directly with site counselors, administrators, teachers, students, and parents throughout the District to provide supplementary counseling to assure students receive assistance in social, academic, personal, or acculturation issues that prevent them from achieving to their maximum ability.

ESSENTIAL JOB FUNCTIONS/REPRESENTATIVE DUTIES:

Provide direction for intervention/tutoring available at the school sites for at risk English learners.

Analyze individual student transcripts referred by site counselors and inform eligible students and parents of status of student academic progress.

Assist school personnel with the Identification of students at risk and placement in tiered instruction.

Provide supplementary counseling services for referred students that will contribute to improving achievement.

Advise in the placement of EL students in appropriate educational programs using state and district assessments, in consultation with teachers, parents, and administrators.

Encourage and promote bi-literacy by identifying and placing English learners in appropriate native speaker classes.

Contribute information for student records and provide written summaries or written referrals to appropriate individuals.

Attend meetings to provide input on appropriate placement and services for immigrant students, long term English learners, and EL students in Special Education.

Allocate resources to ensure the academic success of EL students.

Increase EL participation in advanced academic programs and enrichment opportunities.

Establish and maintain a strong relationship with students and parents of English learners.

Help students analyze and improve study methods and habits.

Provide parent workshops on topics such as college prep, AB 540, Scholarships, etc.

Assess the accomplishments of EL students on a regular basis, document, monitor, report, and track the progress of student progress and interventions.

Communicate with school administrators on school-wide progress of interventions provided for English learners.

Assist in appropriate placement of newcomers and long-term English learners.

Assist in the implementation of the Districts RTI program.

Plan purposeful assignments for teacher aides, tutors, and/or volunteers.

Participate in and/or present site and district staff development activities to improve job related skills.

Be a positive role model for students.

Support the mission and vision of the district.

Use instructional technology and software.

Communicate and interact effectively with students, teachers, parents, colleagues, and community.

Incorporated within one or more of the previously-mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.

Ability to read printed matter and computer screens.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to push, pull, and transport instructional materials.

Ability to drive a personal vehicle to conduct business.

OTHER FUNCTIONS:

Perform related duties as assigned

JOB QUALIFICATIONS AND REQUIREMENTS:

Bilingual preferred

Possess knowledge and understanding of a variety of counseling and EL methodologies with a demonstrated ability to counsel effectively with students, parents, and teachers.

Knowledge of school curriculum administrative procedures and pertinent areas related to the total educational program.

Possess understanding of state and district assessments and the ability to interpret test results to students and parents.

Possess a valid Class 3 California Driver's license, a private vehicle, and maintain current insurance.

CREDENTIAL:

Must possess a valid California credential authorizing service as a school counselor.