

# Twin Hills Union School District

## Position Announcement

### District School Counselor 0.60 – 1.0 FTE

The school counselor is a professional educator with specialized training in counseling and human behavior whose main focus is on the optimum development and learning efficacy for students. The school counselor is under the supervision of and is evaluated by the Superintendent or his/her designee. The school counselor works with the Principals and other faculty members to implement school's curriculum and programs. This position requires possession of a valid California Pupil Personnel Services Credential, a valid California Driver's License, fingerprint clearance and TB testing results.

#### **REQUIRED QUALIFICATIONS**

- **Education and Experience:**
  - Possess a valid California Pupil Personnel Services credential in school counseling
  - Previous experience in school counseling grades K-8 preferred
  - Previous teaching experience preferred
- **Knowledge of:**
  - English in written and verbal form including the use of correct grammar and vocabulary
  - Laws, regulations and procedures related to counseling functions
  - Law enforcement agencies, welfare groups, your agencies and other community agencies
  - Commonly prescribed medications and their effects
- **Ability to:**
  - Bilingual – English/Spanish desirable
  - Exercise good judgment, use discretion, maintain confidentiality
  - Demonstrate good mental, emotional and physical health
  - Demonstrate punctuality and present a neat, clean appearance
  - Perceive and be sensitive to the needs and characteristics of a multicultural community
  - Work cooperatively with representatives of the schools, law enforcement agencies, welfare groups, youth agencies and other community agencies
  - Communicate and represent the school district in public meetings
  - Use computer and computer printers
  - Provide a comprehensive guidance program in collaboration with school staff
  - Provide counseling in the classroom, small groups or individual settings
  - Develop units of instruction to support students with common issues, i.e. divorce, adoption, death and bullying
  - Develop a formal referral process to include a variety of services, agency options and equity of access
  - Development of parent focus groups and parent outreach programs
  - Perform all essential job functions, both physical and mental as shown on page 2
- **ADA Requirement:**
  - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on an occasional basis and in excess of thirty (30) pounds with assistance for a distance of up to 25 feet

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Promote the academic success of every student
- Promote equity and access for every student by demonstrating a commitment to high expectations and social justice
- Counsel with students individually and in groups; assist them in developing decision-making skills, formulating realistic goals, and making educational choices
- Conduct educational planning through articulations, orientation and program placement
- Disseminate educational and vocational information
- Serve as a resource person in curriculum planning
- Act as a facilitator/consultant for teachers, students and parents regarding problems of educational development and special student needs
- Participate in and/or facilitate SST and 504 plans
- Identify and arrange for the provision of special school or community programs and services to students and their families
- Serve as student advocate
- Facilitate cooperative interrelationships between the schools and the community, providing information and services, and encouraging open communication and involvement
- Share sponsorship of student activities and participate in faculty committees
- Develop and implement a plan to maximize student academic ability and achievement, personal, social and career development
- Facilitate parent communication regarding student progress, especially for students needing more support
- Assist teachers in the teaching of guidance related curriculum
- Assist students with awareness of personal abilities, skills, interests and motivations
- Provide professional expertise when working with peers
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

## **SALARY AND BENEFITS:**

- Placement on the current certificated salary schedule as determined by the Superintendent
- Health insurance for employee and partial payment for dependents (pro rata according to % employed)
- Vision insurance for employee (pro rata according to percent employed)
- Dental insurance for employee and dependents (pro rata according to percent employed)

## **HIRING PROCESS:**

### **Mandatory Information to be submitted:**

- Completed and signed district application (available in the district office, address below)
- Copies of transcripts. Sealed transcripts mandatory upon hiring.
- A minimum of three recent letters of recommendation which support your application for the vacant position
- Current California Pupil Personnel Services credential in school counseling
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

**Application Materials should be submitted to the screening committee., at the following address: Twin Hills Union School District, 700 Watertrough Rd, Sebastopol, CA 95472**

### ➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

### ▪ **Applications Due by noon on Friday April 18, 2025**

#### **Essential Job Functions**

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

### **Physical**

- **Standing/walking:** Frequently to constantly, throughout work shift.
- **Sitting:** Frequently, for one to two hours at a time while meeting with students and parents/guardians.
- **Lift/Carry:** Frequently, 1-15 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds, books and materials and moving equipment.
- **Bending/stooping:** Frequently; at knees/waist/neck while meeting students or retrieving items from lower shelves and floor.
- **Push/pull:** Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving furniture and equipment and opening doors, etc.
- **Climbing/balancing:** Occasionally (several times a day), using stairs from lower classrooms to upper classrooms and offices.
- **Kneeling/crouching/crawling:** Seldom. Crouching/crawling not required.
- **Hands/arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide instructional assistance to students and parents. Assignment may require hand/eye coordination, depth perception and peripheral vision.

### **Mental**

- Must be able to teach multiple subjects, including all core academics, up through the 8<sup>th</sup> grade level. Must possess current California teaching credential.
- Knowledge, training or experience in use of Waldorf methods of instruction.
- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently with assigned students and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and set appropriate behavioral model to assigned students.

#### **Work Conditions**

- **Location:** Work is performed 95% within the school classroom setting, 5% in an outdoor campus areas.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office and classroom equipment, computer, audio-visual equipment, copier.
- **Safety equipment:** None required.

The Twin Hills Union School District is an Equal Opportunity Employer