

CERTIFICATED JOB DESCRIPTION

SCHOOL COUNSELOR

JOB SUMMARY:

Under the supervision of the site administrator, assumes delegated responsibility for student services at the school site. Provides onsite counseling services to students and parents which assist the student in making appropriate decisions relative to his/her school program and his/her relationships with teachers, administrators, and other students.

ESSENTIAL JOB FUNCTIONS:

- Assist the site administrator in the placement of new pupils using parent, conferences, pupil conferences, and achievement testing as appropriate.
- Maintain liaison with district pupil services personnel assigned to the school as directed by the principal.
- Provide assistance to teachers in planning and conducting parent-teacher conferences.
- Provide assistance to teachers in the interpretation of abilities and needs of individual pupils.
- Provide crisis intervention services.
- Assist the staff in the reinforcement of appropriate school behavior.
- Make preliminary evaluation of the school problems of pupils referred to him/her by teachers, the principal, and others, and requests the services of district special services personnel in dealing with these difficulties when appropriate.
- Counsel pupils and their parents on matters relating to the pupils' adjustment to school.
- Perform other guidance services as directed by the principal.
- Perform other duties as assigned.
- May act as faculty advisor to student groups.
- Assist the principal in planning and conducting inservice education experiences for the staff in such areas as human relations, child growth and development, and guidance function of the classroom teacher.
- Assist the site administrator in the coordination of the school's group testing program.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credential:**
Pupil Personnel Service Credential with Counseling Authorization.
- **Education:**
Bachelor's degree, including all courses needed to meet credential requirements.
Master's degree in Counseling, Marriage and Family Therapy, Psychology, Social Work, or related field.
- **Credential:**
Multiple Subject Teaching or equivalent.
CLAD or BCLAD or equivalent.
"No Child Left Behind" compliant.

- **Education:**
Master's degree, including all courses needed to meet credential requirements.
- **Personal Qualities:**
Ability to provide leadership, self-initiate, communicate effectively orally and in writing, ability to work with new and experienced staff.
Knowledge of up-to-date theories, techniques and methodologies related to curriculum, instruction, and staff development for teachers.
- **Experience:**
Five years experience as a classroom teacher, extensive leadership in staff development, cognitive coaching, work with technology as a teaching tool, literacy background preferred. Professional development experience preferred.
- **Personal Qualities:**
Appearance, grooming, and personality which establishes a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from student teaching supervisors, or other professionals who have observed the personal characteristics, scholastic attainment, and their performance in working with students.