



## RIVERSIDE UNIFIED SCHOOL DISTRICT

**TITLE:** Secondary Counselor -Multi-Tiered Systems of Support (MTSS)

**WORK YEAR:** 200 Days

**REPORTS TO:** Principal

### **BASIC QUALIFICATIONS:**

- Valid California Pupil Personnel Services Credential authorizing services as a counselor
- Masters Degree
- Minimum of three years of successful teaching (Preferred)
- Valid California Driver's license
- Bilingual (preferred)

### **GENERAL DESCRIPTION:**

The MTSS counselor is a staff member who is professionally trained in guidance and counseling. They provide pupil personnel services to pupils, parents, and staff and to the community. All services provided by the counselor are pupil centered and should include adequate educational, vocational, personal and social guidance for all students.

The counselor should assist both students and teachers to understand, develop and provide those human relation experiences that are involved in problems of adjustment. MTSS Counselors should provide the kinds of data about students that are necessary for developmental curriculum planning.

MTSS Counselors will support all students at the school site to assist them in being successful both academically and socially.

### **AREAS OF RESPONSIBILITY:**

#### **Counsel Students Individually:**

- Interpret program
- Help with personal counseling
- Help students obtain information pertinent to future plans

**Work with staff:**

- Confer with teachers to give and receive information about students and programs
- Facilitate administration by interpreting and providing school programs to parents, follow-up information, working with community agencies and provide orientation to new students
- Facilitate other members of the pupil personnel team: Nurse, Special Programs teachers, Speech Therapists, Attendance, and Psychologists

**Counsel with parents:**

- Arrange for appointment time and information
- Interpret student school behavior to parents and make suggestions about program, etc.
- Provide information regarding unsatisfactory work, student progress toward graduation, alternative programs, etc.

**Counsel with groups:**

- Educational information
- Vocational planning
- School orientation
- College representatives
- Social and personal adjustment
- Test Interpretation.

**MTSS Focus:**

- Work with students to assist them with their engagement and participation in school
- Work with students who need additional support, assistance and an academic plan to increase their academic performance
- Work closely with incoming Freshman that need additional assistance with engaging, transitioning and participating in the high school environment
- Identify at-risk students at designated grade levels and provide individual counseling and academic support
- Provide support for the implementation of a comprehensive social emotional program (e.g. Social Emotional Learning, PBIS, Restorative Practices, and trauma informed practices), and develop PBIS program

**Work as facilitator for students:**

- From middle to high school
- From high school to college
- From high school to work.

**Work with the community:**

- Vocational rehabilitation program
- Probation department
- County Welfare Department
- Law enforcement agencies
- Youth Service Team
- Family Service Association
- Youth Service Centers
- Others

## **Curriculum, testing and research, records**

### **Other related functions as may be assigned**

#### **Ability to:**

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues, administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

#### **Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- 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 drive a personal vehicle to conduct business

#### **Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

#### **Environment:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations

