

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Counselor

**Classification:** Certificated

**Reports to:** Site Administrator

**Range:** Certificated Counselor  
Salary Schedule

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### **SUMMARY**

Evaluates, recommends, and executes remedial plans for pupils whose social, academic, and emotional problems prevent them from profiting to the maximum of their abilities in school situations.

### **SPECIFIC RESPONSIBILITIES**

1. Counsels with pupils and parents of pupils who exhibit severe academic, social, or emotional problems, which adversely affect optimum educational development.
2. Plans jointly with administrators, teachers, counselors, and other appropriate district staff members for educational programming for the referred pupils.
3. Counsels with pupils and parents of pupils who have expressed career interests in the industrial arts/building trade occupations.
4. Provides information and assistance to pupils graduating from the twelfth grade level seeking placement in the building trades apprenticeship programs.
5. Recommends and arranges placements for pupils in specialized district programs in consultation with principals of schools concerned, parents, and directors of special district programs.
6. Investigates and implements district policy in emergency situations involving pupils (suicide threats, battered children, sex offenses, pregnancies, narcotics, and assaults) which occur or are discovered in school setting, acting upon request of school administrators and working with parents, legal authorities, medical doctors, and others concerned.
7. Assists with attendance problems, working with school administrators and parents.
8. Collaborates with law enforcement, mental health, and family service agencies in cooperatively attempting to remedy problems involving pupils.
9. Keeps case records and provides summaries or written referrals to appropriate agencies.
10. Keeps well informed on regulations and laws dealing with youth and on current policies and procedures of all community mental health and social agencies.
11. Interprets school program and Pupil Personnel Services functions to individuals and community groups as requested.
12. Other duties as assigned

### **QUALIFICATION REQUIREMENTS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. 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.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

04/19/18:zb