

Job Title:

**Bellevue Union School District**

|                             |                  |                         |                        |
|-----------------------------|------------------|-------------------------|------------------------|
| <b>PositionTitle:</b>       | School Counselor | <b>Department:</b>      |                        |
| <b>FSLA Classification:</b> | Non-Exempt       | <b>Bargaining Unit:</b> | <b>Classification:</b> |

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|----------------------|--|----------------------|----------|
| <b>Salary Grade:</b> |  | <b>Work Calendar</b> | 10 month |
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| <b>Reports to:</b> | Director of Student Services. In addition, Counselors will work collaboratively with the site Principal. | <b>Board Approval Date:</b> |  |
|--------------------|----------------------------------------------------------------------------------------------------------|-----------------------------|--|

**General Description**

The school counselor provides guidance to students and their families both individually and in groups for the purpose of helping them obtain their maximum academic potential, achieve self-understanding and self-respect. The counselor helps students to develop positive interpersonal relations, develop understanding and respect of individual differences, and appropriate goal setting skills. The counselor serves as a liaison among teachers, parents, and students; assistance in the establishment and maintenance of good community-school public relations; and performs other counselor related activities as required.

**Organizational Relationships**

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| <b>Directly Responsible to:</b> |  |
| <b>Supervision Over:</b>        |  |

**DUTIES AND RESPONSIBILITIES:**

- Counsels students to help them in achieving their academic potential.
- Serves as an integral member of the professional education team at the school, working cooperatively and creatively to meet students needs and maximize learning.
- Counsels with students in both an individual and group setting regarding problems of social, emotional, vocational, educational, attendance, and personal challenges. Refers families to outside resources as needed.
- Provides counseling for students in crisis situations.
- Supports and counsels staff and students during times of crisis or grief.
- Participates in Student Success Teams (SST), Special Education IEP meetings, and Student Attendance Review Meetings, and 504s as needed.
- Counsels and consults with parents regarding education and social issues of their children. Helps parents to understand their child's abilities, needs, and opportunities. Provides parent workshops and trainings.
- Assists in identifying the strengths and special needs of students and initiates referrals to other special services, agencies and programs.
- Confers with teachers, principals, and other staff on students and student guidance related issues.
- Provides staff information on how to support students social and emotional development.
- Participates and supports Social Emotional Learning, programs and curriculum on campus.
- Maintains awareness of curriculum , instruction and assessment practices.
- Assists teachers with classroom climate and management strategies and approaches.

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- Confers and cooperates with representatives of public and private agencies such as police, sheriff, probation, social services, mental health, the courts, youth services, and other organizations.
- Attends meetings, prepares correspondence and reports and maintains and reviews cumulative student records in areas of guidance.
- Completes Risk Assessments in partnership with another educator (school psychologist, principal, etc)
- Keeps abreast of trends, research, and practices in the areas of guidance and the counseling profession.
- Organizes peer mediation/restorative practice/advocacy programs at the site level.
- Helps maintain a positive school climate.
- Assess program progress using performance data and data collection systems.
- Use judgement and discretion to resolve problems that may not be covered by policy.
- Role model professional expectations and follow district policies and procedures.
- Maintains appropriate confidentiality.
- Supervises counseling interns when appropriate.
- Understands the needs to work closely with the site principal to ensure approaches and outreach are aligned with site/district goals as well as ensuring identified students are being followed up with appropriately.
- Other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Federal and state laws pertaining to student education.
- Appropriate subject matter knowledge as well as current developments in the field of counseling and curriculum.
- Assessment practices, data collection and interpretation.
- Knowledgeable about research-based programs and application of programming

**Ability to:**

- See issues from a systemic perspective.
- Problem solve and seek creative solutions.
- Be a good listener.
- Work with confidential information with strict adherence to applicable rules, regulations, and policies.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Speak and write effectively.
- Manage time effectively and maintain organization.
- Bilingual Spanish preferred but not required

**Qualities:**

- A genuine and sincere caring about students and their families.
- Strong communication skills and follow up

**Education and Experience:**

- Bachelor's Degree
- Master's Degree in counseling, social work, psychology or related from an accredited institution is preferred
- Pupil Personnel Services Credential

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- Previous experience as a counselor in an educational setting preferred.
- Experience with students in grades K-6

**Licenses and Certificates:**

- Valid California Pupil Personnel Services Credential
- Valid Class C Driver License
- Fingerprint, TB clearance upon hiring

**Physical Abilities:**

Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies, lifting heavy objects up to 25 lbs.