MT. DIABLO UNIFIED SCHOOL DISTRICT

School Counselor

Definition

The School Counselor's primary function is to provide all students equitable access to developmentally appropriate and comprehensive counseling services focused on academic success, personal and social development and career and college guidance. Plans, monitors, and manages students' educational development, such as short and long-range educational goals, academic progress, four-year plans, graduation requirements, academic honors, college entrance requirements, post-secondary opportunities, career development, financial aid, and personal/social development. Communicates and involves parents and caregivers in this process.

Directly Responsible To:

Site Principal/Administrator

Supervise: None

Provide guidance to Career/College Advisors and graduate school counseling and social work interns.

Duties and Responsibilities

1) Provide structured, prevention, intervention and responsive services to meet the needs of individuals or groups of students regarding academic, career, and personal/social issues.
2) Consult and collaborate with teachers, parents, and staff to increase student achievement, positive behavior, motivation and academic learning.
3) Identify students at risk of not graduating on time; monitor student progress and attendance and provide intervention strategies in partnership with the principal, vice principal, and College/Career Advisors.
4) Coordinate school counseling office and/or center when established and coordinate counseling services provided by partnership-agencies.
5) Provide individual or group counseling to address behaviors and psychosocial stressors that interfere with educational performance. Counselors will not provide case management services.
6) Provide crisis-intervention services when issues such as child abuse and neglect, danger to self or others, substance abuse, and involvement in juvenile crime need to be addressed.
7) Develop and implement youth activities and programs that reduce discipline rates and maximize student attendance and classroom participation.
8) Work with parents and students to identify post-secondary educational and career pathways.
9) Assist individual students with class schedules and development of the master schedule that ensure access to rigorous courses of study and achievement at high levels.
10) Collaborate with universities and colleges as well as career programs in order to increase student access post-secondary opportunities.
11) Provide information, guidance and support to students on college eligibility and requirements, completion of college and financial aid applications, and scholarships (secondary level only).
12) Use data effectively to deliver counseling services to students.
13) Assist in the development of school climate and Positive Behavioral Interventions and Supports (PBIS) at the school site.
14) Assist in the implementation of Coordinated Care Teams and Response to Intervention (RtI) Teams to coordinate and monitor support services equitably for students.

15) Participate in SST, IEP, and Section 504 meetings for students. Time spent in such meetings shall count towards required site time by level.
16) Focus on student strengths and equity when working with students, families, and staff from diverse cultural, ethnic, social, and economic backgrounds.
17) Adhere to all professional and ethical standards for the school counseling profession, district policies and procedures, California Education Code, State and Federal law.
18) Ensure timely documentation of services.
19) Assist with staff training as needed.
20) Work week based on contractual minutes by level (elementary, middle, high) and schedule shall be determined by mutual agreement between school counselor and site principal/administrator.
21) Attend job-related meetings and activities.
22) Perform additional duties as assigned by site administrator or the Superintendent's designee.

Qualifications

Knowledge and Skills

1) Knowledge of effective strategies to identify and address the educational needs of students in public education and access career training opportunities, universities and colleges.
2) Understanding of child and adolescent development (physical, cognitive, behavioral, emotional) and ability to use this information to provide effective counseling services.
3) Ability to work effectively with all segments of the educational community and general public.
4) Ability to exercise good judgment and decision making.
5) Knowledge of the IEP and Section 504 process and related school district policies and procedures.
6) Knowledge of practices and procedures related to school discipline, including but not limited to alternatives to suspension and expulsion.
7) Knowledge of practices and supports to develop a culturally responsive learning environment.
8) Knowledge of school counseling approaches and ability to address child and adolescent concerns within the school setting as a whole.
9) Possession of a valid California driver's license.

Education, Training and Experience

Possession of Pupil Personnel Services Credential (PPSC) with Authorization in School Counseling, School Psychology, or School Social Work.

Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods oftime; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift and move objects weighing up to 25 pounds.

MDEA Salary Schedule and 190 day Work Year.
Hours worked beyond teacher contractual work day, by level, shall be paid at certificated hourly rate.

Updated September 10, 2014.
Adopted by the Mt. Diablo Unified School District Board of Education: September 10, 2014