ELEMENTARY SCHOOL COUNSELOR

PRIMARY FUNCTIONS:

Under the immediate direction of the Executive Director of Student Services, assumes delegated responsibility for pupil personnel services at the school site. Provides on-site counseling services to pupils and families which assist the pupil in making appropriate social and emotional decisions relative to the pupil's school program and the pupil's relationship with teachers, administrators, and other pupils.

GENERAL DUTIES AND RESPONSIBILITIES:

- Counseling and guidance with children and families, in order to address academic, emotional, social guidance
- Counsels pupils and guides families on matters relating to the pupil's adjustment to school
- Provide crisis intervention counseling as needed
- Performs other guidance services as directed by the Principal or Executive Director of Student Services
- Consultation with school administrators concerning appropriate learning objectives for children, planning of developmental and remedial programs for pupils in regular school programs, and development of educational experimentation and evaluation
- Assists the staff in the reinforcement of appropriate school behavior
- Makes preliminary evaluation and assessment activities required by the District, including periodic self evaluation
- Provides suggestions for a suitable learning environment conducive to the development of the pupil's concept of self and self-improvement
- Consultation with teachers in the development and implementation of classroom methods and procedures designed to facilitate pupil learning and to overcome learning and behavior disorders
- Consultation with families to assist in understanding the learning adjustment processes of children
- Consultation with community agencies, such as probation departments, mental health clinics, and welfare departments, concerning pupils who are being served by such community agencies
- Assessment of specific behavioral disabilities, including, but not limited to, case study evaluations, recommendations for remediation or placement, and periodic reevaluation of such children
- Establishes with teachers and school administration standards of pupil behavior through proper control and supervision and the provision of learning activities which stimulate the interest and motivation of pupils
- Participation in Student Success Team meetings as required by Principal
- Participation in 504 Plan meetings as required by Principal
- Presentation in the areas of self-concept and/or affective education to classes or groups
- Provide input to State/Federal projects in the areas of counseling guidance
- Assistance to administrators in the formulation and implementation of District policies regarding student counseling, welfare, attendance, and academic performance
- Attends meetings and conferences which are job related
- Attends staff meetings and is prepared to give progress reports on the total program.

- Other related duties as assigned.

REQUIRED QUALIFICATIONS:

Education:
- Valid California Pupil Personnel Services credential authorizing service as a school counselor
- Master's Degree preferred

Experience:
- Experience working with children in an educational setting (preferred)

DESIRABLE QUALIFICATIONS:

Knowledge of:
- A basic understanding of research-based instructional best practices/activities/strategies.
- The development of an elementary/secondary classroom program to support the goals of the District and the core adopted curriculum
- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.
- Classroom procedures which promote appropriate student conduct and motivation for student learning.
- Child guidance principles and practices.
- Applicable sections of the State Education Code and other applicable laws.
- Current trends and research concerning the growth and development of children.

Ability to:
- Speak, read, and write in English fluently at a professional level
- Write reports and business correspondence
- Work with diverse student populations, applying knowledge of culture, language acquisition and appropriate learning strategies to meet the learning needs of all students
- Read, analyze and interpret assessment data, professional periodicals, professional journals, technical procedures, or governmental regulations/codes/policies
- Effectively present information and respond to questions from teachers, students, families and the general public as necessary in a professional setting
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Operate a computer, including word processing, data management software, student information systems, and online virtual platforms.
- Learn various computer operations and software required for the management of student information and integration of technology in classroom instruction
- Apply knowledge of current research and theory to the counseling program
- Establish and maintain effective relationships with students, peers, and families in oral and written communication
- Maintain confidentiality of all sensitive communications
- Work with a minimum of supervision
- Apply interpersonal skills using tact, patience and courtesy
- Analyze situations and plan corrective actions
- Adapt to changes in daily responsibilities
- Maintain accurate records and reports
- Read, interpret and apply rules and procedures
- Maintain possession of a valid California Driver License.

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Hear and speak to exchange information and make presentations
- Stand, walk, stoop, twist bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance
- Work interdependently and convey an understanding and patient attitude toward staff, students, parents and members of the community
- Maintain the privacy of confidential information
- Work in a school and/or office setting

WORK ENVIRONMENT

The primary work location is a classroom setting. Noise levels in this setting range from quiet to moderate. The employee travels between school sites and classrooms. Assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

Board Approval: May 16, 2022
Formal Review: April 25, 2022

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

_____ _____

Employee Signature ***Date***

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Name Printed