

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: SCHOOL COUNSELOR

BASIC FUNCTION:

Assumes delegated responsibility for pupil personnel services at the school site. Provides direct counseling services to pupils and parents. Works as a team with teachers, administrators and other specialists in order to facilitate pupil motivation and adjustment to school, community, and home environments.

REPRESENTATIVE DUTIES:

Counsels students with academic and behavior needs.

Designs and implements sequential curriculum in self-esteem concepts as needed.

Assists teachers in determining underlying causes of outward behavior of children and works toward alleviating causes and symptoms.

Assists teachers in conferring with parents, understanding their concerns, and interpreting the school program and child's progress.

Assists teachers in guiding children to make appropriate decisions.

Observes and collects data on individual children or groups of children within the school setting to help evaluate academic and behavior needs.

Participates in site problem solving teams for student academic and behavior success.

Provides academic and/or behavioral support in consultation with the District and site's Response to Intervention Master plan.

Collaborates with staff in identifying and changing inappropriate behavior.

Provides appropriate support to students and staff in crisis situations.

Confers in a consulting capacity with the principal in placing at-risk students.

Performs additional duties and responsibilities as assigned by the principal.

The employee is to adhere to federal and state regulations, board policies, and related administrative regulations which pertain to the particular assignment.

SUPERVISION:

Under the general direction of the Education Services Department. Under the immediate direction of the Principal, while performing services on the school site.

MINIMUM QUALIFICATIONS:

Appropriate credential as required by the California Commission on Teacher Credentialing.

EDUCATION:

Bachelor's degree

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employee in this position must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:**ENVIRONMENT:**

Office and school environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job and to observe students; sit or stand for extended periods of time

Legal Reference:	California Education Code, Sections 44660 – 44664
Policy Adopted:	April 3, 1990
Policy Revised:	June 22, 2010