

ONTARIO-MONTCLAIR SCHOOL DISTRICT

COUNSELOR, MIDDLE SCHOOL

DEFINITION

Under direction of the School Principal, to provide behavioral, educational, career, and vocational counseling to individuals and small groups of students in a middle-junior high school setting; to assist students in understanding and seeking solutions to social, emotional, or academic problems and issues: to serve as a resource pertaining to student behavior management strategies, and welfare and attendance problems and concerns: and to do other related functions as required.

EXAMPLE OF DUTIES

- Performs a variety of individual and group counseling and guidance functions and activities, including career and vocational, and social and emotional adjustment counseling;
- Collects, organizes, and analyzes student information through the use of educational historical data, test results, and through the use of interview techniques;
- Appraises student interests, aptitudes, and attitudes utilizing a variety of strategies and techniques;
- Provides information and data to students concerning educational, career, and vocational planning;
- Serves as a resource to site and District personnel and members of the school community;
- Meets, confers, and counsels with parents, school personnel, and members of various youth serving agencies in developing alternative solutions to student educational, social, and emotional problems and concerns;
- May assist in the development and monitoring of individual education plans for students with exceptional needs;
- Maintains a liaison with social service and youth service agencies in pursuing referral follow-ups;
- May pursue evaluation and research activities to determine counseling and guidance effectiveness;
- Assists in the planning, development, and implementation of master student program calendars;
- Assists in identifying school program needs and participates in developing school instructional programs geared to meet individual pupil needs;
- May assist in the planning, development, and conduct of programs which enhance student educational, career, and vocational opportunities, including speaker programs, student visitation programs, and other similarly related activities;
- Establishes, maintains, and monitors the maintenance of a variety of files and records pertaining to student counseling, guidance, or related matters;
- May assist in dealing with student behavior management problems, and in resolving welfare and attendance problems and concerns;
- Plans, develops, and presents, as requested, a variety of management related reports pertaining to site counseling and guidance functions and activities.

QUALIFICATIONS

Knowledge of:

- Principles, methods, techniques, strategies, and trends in educational, vocational, career, social, and emotional adjustment counseling;

- Applicable and appropriate aptitude, interest, and achievement appraisal instruments, techniques, and procedures;
- Social service and youth service agencies in the local area; Social, emotional, and behavioral characteristics of adolescent students;
- Program evaluation and research techniques, strategies, and procedures;
- Middle-junior high school level curriculum and educational programs;
- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests.

Ability to:

- Assist students in effectively analyzing and developing alternative solutions to behavioral, educational, social, and emotional problems and concerns;
- Conduct, analyze, and effectively utilize a variety of individual and group testing procedures and instruments applicable to the adolescent age student;
- Effectively deal with site and District personnel, parents, social service, and youth service agencies in resolving student problems and concerns;
- Effectively participate in the planning and implementation of school guidance and curricular programs;
- Communicate effectively in oral and written form, and as required by the assignment utilize a second language;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public, and community relationships.

Education:

Equivalent to the completion of an earned master of art or higher degree in psychology, counseling and guidance, or a closely related field.

Experience

Two years of successful counseling experience, one of which must have been involved with students at the intermediate school level.

Certification Requirement:

Possession of a valid California credential authorizing service as a counselor.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License.

Conditions of Employment:

Insurability by the district's liability insurance carrier.

BOARD APPROVED: **June 6, 1991**