

ONTARIO-MONTCLAIR SCHOOL DISTRICT

COUNSELOR AND OUTREACH CONSULTANT

DEFINITION

Under the supervision of the school principal coordinates master schedule, school counseling programs, attendance and student activities to ensure student achievement.

EXAMPLE OF DUTIES

- Implements the philosophy, goals and policies of the district as adopted by the Board of Trustees;
- Coordinates counseling programs for students;
- Develops the master schedule in coordination and under the direction of the principal;
- Ensures that students have access to a safe school climate necessary for academic and social/emotional growth;
- Counsels with students, staff and parents regarding academic, social or emotional growth and attendance which affect optimum educational development;
- Serves as a consultant and frequently coordinates programs focusing on students with special education needs;
- Coordinates and organizes student recognition activities and assemblies;
- Assists with campus supervision;
- Assists with the implementation of the student discipline program;
- Assists with coordination of parent education programs;
- Coordinates completion of student and parent handbooks;
- Investigates incidents involving district or school violations;
- Serves as a resource to and provides staff with support for student achievement;
- Maintains case records and provides written referrals to appropriate agencies;
- Assists the school in regular implementation of the Student Study Team, Coordination of Services Team, SART and SARB;
- Assists the school in monitoring and increasing attendance among high-risk students, reduce truancy, tardiness, and frequent absenteeism;
- Assists the school in establishing its properly constituted and elected School Site Council;
- Assists the school in implementing programs and providing all necessary data relative to the Single Plan for Student Achievement;
- Assist the school in developing a Response to Intervention and Instruction (RtI²) model that integrates and coordinates school programs;
- Serves as Site Liaison to Crisis Intervention Team and local law enforcement;
- Attend site leadership, grade-level, department and district meetings.

ABILITY TO

- Provide consultation to staff concerning assigned areas of responsibility;
- Design, develop, implement and conduct site training and staff development activities;
- Prepare and deliver oral presentations;
- Communicate effectively both orally and in writing;

- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer utilizing district identified software;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Prepare and maintain various records, reports and files;

EDUCATION EXPERIENCE

Minimum of three years of successful experience with students holding a Pupil Personnel Services Credential;

Master of Arts or higher degree preferred;

Completion of or enrollment in program for Administrative Services Credential preferred.

TERMS OF EMPLOYMENT

Work year – 184 days. Placement on Teachers’ Salary Schedule commensurate with experience and training.

EVALUATION

Performance of this job will be evaluated annually in accordance with provision of Board’s policy and the Agreement for evaluation of Teaching Personnel

LICENSE REQUIREMENTS:

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

CONDITION OF EMPLOYMENT

Insurability by the District’s liability insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and use hands and fingers to handle or feel objects, tools or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: February 4, 2010