JOB DESCRIPTION
Tahoe Truckee Unified School District
Human Resources

SCHOOL COUNSELOR

Purpose Statement

Under the direction of a Principal or Vice Principal provides counseling and guidance services to students; provides students with information, assistance and advice concerning educational and career opportunities; identif~~y~~ies and counsels students with special needs, behavioral, social and school adjustment problems, initiates and implements student behavior contracts and progress reports; makes referrals to other community resources, support groups and social service agencies as appropriate.

The counseling department serves as a catalyst for the development of the students' self awareness, self-esteem, respect for, and appreciation of others. Students are encouraged to become self-directed and to exercise responsible decision-making to identify and choose among realistic alternatives, and to recognize and better cope with the necessary decisions for meeting their life goals. The central goal of the counseling department is to help each student successfully grow academically, personally and socially as they become a citizen of the global community. As a member of the school system's counseling and guidance staff, the school counselor provides a comprehensive counseling and guidance program for students; consults and collaborates with teachers, parents and staff to enhance their effectiveness in helping students; and provides support to other school educational programs.

Essential Functions

- Provides individual or group personal and social counseling services to students; conducts student conferences, assists students with decision-making, proper behaviors and goal setting.
- Confers as needed with parents, teachers and others regarding student needs including school achievement and behavior; develops educational goals for students with high risk behavior.
- Matches targeted students to multi-disciplinary support services and community resources.
- Refers students to social services and governmental agencies, support groups and other community resources as appropriate.
- Advises students regarding available classes and programs, notif~~y~~ies students of progress toward graduation and evaluates credits.
- Communicates with District personnel, school staff, parents, students and public agencies regarding student placement, information exchange, referrals and related issues.
- Provides appropriate counseling for students referred for classroom and other behavior problems and may assign discipline if appropriate.
- Prepares records and reports related to the assignment; prepares letters to parents, progress reports, referrals and related documents.
- Provides students with information, assistance and advice concerning educational and career opportunities; assists students with making decisions concerning educational and career opportunities; reviews student transcripts for four-year planning.
- Provides counseling and guidance regarding college entrance requirements, examinations~~,~~ and selection process.
- Identif~~y~~ies and counsels a variety of students with special needs including English Learners, truants, potential dropouts, special education, GATE students, academically deficient individuals and students with social or behavioral problems.
- Provides counseling to families to assist students with school and social adjustments.
- Provides crisis counseling services as needed.
- Consults with law enforcement agencies regarding students as necessary.
- Provides educational opportunities for parents and students; workshops for low achieving students; college preparation, etc. on a variety of topics.
- Coordinates and/or facilitates counseling and conflict mediation groups to enhance student communication skills.
- Utilizes diagnostic and assessment procedures as appropriate, gathers, organizes and interprets data regarding students to teachers and parents.

- Serves as a liaison agent between school and other community agencies concerned with the welfare of children and families~~–~~, probation office, county welfare, children and family clinics~~,~~ and law enforcement agencies.
- Explains policies, regulations and educational philosophies to parents and professional agencies.
- Keeps members of the school staff informed about community resources that may be of benefit to both pupil and teacher.

Other Functions

- Prepares and delivers oral presentations as requested, attends and participates in a wide variety of meetings, conferences and seminars.
- Trains and provides work, direction and guidance to assigned staff; assigns and reviews the work of staff.
- Maintains current knowledge of and becomes familiar with new community resources and recent trends in counseling techniques.
- Plans, organizes and coordinates staff development activities for support personnel, teachers and administrators.
- Proctors and/or coordinates a variety of tests and assists teachers with the testing process as directed.
- Conducts home visits when appropriate following District protocol.
- Operates a variety of office equipment including a computer and assigned software.
- Performs related duties as assigned.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

Knowledge: Principles and procedures related to counseling programs and services; graduation and college entrance requirements; effective personal and academic counseling techniques, laws, rules, regulations and procedures; counseling theory, ethics and associated legal confidentiality requirements~~;~~. Applicable sections of the State Education Code, other applicable laws, rules and regulations related to assigned activities. Laws regarding minors and child abuse reporting; testing and registration procedures; interpersonal skills, using tact, patience and courtesy. Ancillary services within a school and how they related to the total program. Normal and abnormal child behavior and development, behavior modification techniques and strategies; student assistance programs, community referral resources; diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District students. Correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; and record keeping techniques.

Ability: Provide counseling services to assigned students; communicate with students, parents and appropriate District staff regarding student progress; perform a variety of administrative functions, identify student needs; prepare and maintain a variety of documents related to students; maintain current knowledge of program rules, regulations, requirements and restrictions~~;~~. Read, interpret, apply and explain rules, regulations, policies and procedures; operate office equipment. Work confidentially with discretion, sets limits and personal boundaries for students. Complete work with many interruptions, analyzes situations accurately and adopts an effective course of action. Work independently with little direction, meets schedules and timelines. Collect and analyze data, conduct studies, maintain records and prepare various reports including confidential information. Establish a desirable example to students in terms of appearance, grooming and personality daily. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others, report for duty consistently during student attendance days and other designated work days in a punctual manner.

Physical Requirements: Office environment subject to constant interruptions; subject to driving to off-site meetings. Ability to exert 40 pounds of force frequently to lift, carry, push, pull or otherwise move objects. Ability to stoop, climb, stand for long periods of time and perform physical labor with physical mobility and stamina to participate in activities which may be strenuous. Ability to speak to deliver presentations. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Working Environment: The usual and customary methods of performing the job's functions requires the following physical demands: Occasional lifting, carrying, pushing and or pulling; some climbing and balancing; frequent stooping, kneeling and crouching and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 20% walking and 30% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience: Two years of guidance services experience preferred; Bilingual Spanish/English preferred.

Education: Any combination equivalent to; Bachelor's degree in Psychology, social work or related field and sufficient training and experience to demonstrate the knowledge and abilities listed above.

Required Testing
Pre-Employment Proficiency Test

Certificates & Licenses
Valid California Pupil Personnel Services; School Counseling Credential & Valid California Driver's License

Continuing Education/Training
Training & attendance to workshops as appropriate

Clearances
Criminal Justice/Fingerprint Clearance
TB Clearance, Pre-Employment Medical Assessment; Drug Screening

Salary Schedule: Certificated