Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: COUNSELOR

Classification:	Certificated	Work Year:	Teacher Contract
Department:	School Sites	Board Approval:	05/20/1993
Reports To:	Principal	Format Revision:	11/20/2009
Salary Range:	Teacher Salary Schedule		

BASIC FUNCTION:
To facilitate measurable student outcomes in personal development, social development, educational development, and career development.

REPRESENTATIVE DUTIES:

- Advise students in class selections.
- Advise students in graduation requirements.
- Help students in decision making process regarding future plans.
- Help identify and counsel students with special needs, i.e. MGM students, potential drop outs, truants, academic failures, special education students, and students with behavioral and social/school adjustment problems.
- Act as consultants on school appraisal team, curriculum committees, and to other school personnel.
- Act as liaison to students, school personnel, community agencies and families.
- Provide career counseling as a normal art of their duties.
- Counsel students individually regarding truancy, behavior, school/social adjustment, dropping out, decision making, learning disorders to make educational goals more relevant and recommend available alternatives.
- Counsel student individually for the purpose of identifying and modifying personal assets and limitations, problems, communication skills, and survival skills.
- Facilitate counseling groups to expand counselor/student contacts and enhance the interpersonal process.
- Provide crisis counseling.
- Counsel families to help students with school and social adjustment problems.
- Supervise counselor interns.
- Supervise counselor paraprofessionals and clerical personnel.
- Supervise guidance office assistants.

EDUCATION AND EXPERIENCE:

- Valid Counselor Credential or equivalent.
- Five (5) years experience as School Counselor preferred.
- Master's Degree from an accredited college or university preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Pass a pre-employment physical examination to be administered by District-approved medical practitioner at no cost to the applicant.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

- Normally located in a work environment with light physical qualifications and requirements.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.