

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Middle School Counselor

DEFINITION:

Provides counseling and guidance services to the middle school students under the direction of the Middle School Principal in coordination with the Director of Special Education/Student Services. Services are to include individual and group counseling, scheduling, orientations, parent/student conferences, faculty support, advisement, and Student Study Team.

ESSENTIAL FUNCTIONS:

- Provides individual and group counseling based on students' academic and personal/social needs.
- Provide input and counsel students for appropriate course selection.
- Makes necessary student schedule adjustments and creates schedules for new students.
- Coordinates the school Advisement Program including curriculum, training of staff, and organizational planning.
- Oversees the enrollment of new students and provides orientation for new students and parents.
- Serves on the Student Study Team and responds to teacher referrals concerning students.
- Work closely with support and special education students.
- Monitor student attendance and behavior along with the Attendance/Records Clerk and Assistant Principal.
- Provides parent education through school newsletter and parent meetings.
- Serve as a resource to site, District personnel, and members of the school community.
- Evaluate student transcripts, records, and test scores to insure appropriate placement; interpret information for students and parents.
- Support development of the Individual Student Portfolio (ISP).
- Support Professional Learning Communities (PLC) program.
- Provide input to the site administration on the master schedule as it relates to students' course choices.
- Provide site leadership for curriculum development and implementation of District-adopted projects such as Social Emotional Learning Standards.
- Provide crisis intervention.
- Serve on committees.
- Perform other duties as assigned.

DIRECTLY RESPONSIBLE TO: The Principal.

QUALIFICATIONS

- Credential:** Valid California Credential or license authorizing service in grade levels and areas assigned.
- Education:** Bachelor's degree, including all course to meet credential requirements.
- Experience:** Three years of successful teaching experience is normally required prior to assignment to this position, as well as training received relating to counseling services.
- Licenses:** Possess and maintain a valid California Driver's License (Class "C" minimum) and validation of insured.

PERSONAL QUALITIES

Maintain cooperative and ethical relationships with colleagues, administrators, parents and support personnel by carefully seeking facts and reasons for decisions.

Must demonstrate good judgment, individual initiative, enthusiasm, sense of humor and support of decision made in the best interest of the school district.

Personal appearance and grooming which will establish a desirable example for students.

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 essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must have the physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines.

The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 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 characteristics 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. The noise level in the work environment is usually moderate.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.