

**POSITION TITLE:** School Counselor

**GENERAL SUMMARY:**

Under the general directions and supervision of Principal, provides student support services according to district policy, National School Counseling Standards and current best practices. Responsibilities include individual and small group conferences, assisting in the organization, administration and interpretation of the district's testing program. Provides interventions and assistance for at risk students including attendance activities, parent/student engagement and perform other duties directly related to the position description.

**DUTIES AND RESPONSIBILITIES:**

**General:**

Provides direct and indirect student support services including but not limited to: 1:1 support, small groups, teacher consultation, positive behavior supports, etc. in accordance with ASCA National School Counseling Standards.

Designs and assists staff to develop and implement multi-tiered systems of support.

May assist staff in making student class assignments (e.g. master schedule, at risk students, special education, etc.)

May implement and/or support district protocols for safety and student supports, including but not limited to SSTs, 504s, discipline, IEPs and safety protocols.

Provides crisis intervention supports at a site and district level.

Works with school staff to improve student attendance including conducting SART conferences as well as designing and implementing parent and student engagement strategies.

Provides tailored support to special populations including but not limited to students in foster care, EL students, homeless students, and students academically and/or behaviorally at risk.

Facilitates positive school climate including but not limited to PBIS, character education, student development, parent education/outreach, and professional development.

Maintains necessary records relating to education, progress of at risk students and keeps an accurate and detailed record of all student contacts.

Participates with Principal in analysis of relevant data on student performance, school climate, discipline, parent satisfaction, etc.

Provides support for discipline/positive behavior support, working with administration, teachers, students and parents.

Assists with staff development on student support needs and interventions.

Participates in school site leadership team.

Maintains current knowledge of community resources relevant to student and family support services.

**Working Conditions:**

Dexterity of hands and fingers to operate standard office/school equipment including cell phone or computer, writing or typing records, reports and other materials; printer, copier; scanner, bending, reaching to maintain files; hearing to answer telephones, speaking to exchange information, sitting and/or standing for extended periods of time.

Lifting up to 50 pounds on occasion.

Moderate to high stress level.

**Environmental Conditions:**

Primarily indoor office, classroom, school environment with some community-based activities.

Temperature – normal climate.

**Contacts:**

Daily contact with students, teachers, school and district staff.

Regular contact with parents/guardians, community members and outside agency personnel.

**Occupational Certificates/Licenses:**

First Aid and CPR certification.

Valid CA Driver's license

College course credit in child development, education, school counseling, social work, child welfare and attendance or related field.

California Pupil Personnel Services Credential issued by the California Commission on Teacher Credentialing required.

**Employment Standards:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Communication skills, verbal and written, in both English (and bilingual in Spanish preferred).

Interpersonal skills to communicate with children and adults.

Professional judgment, confidentiality, and discretion.