

**COUNSELOR****Job Summary**

Under the direction of the District Mental Health Counselor or designee, will provide highly skilled specialized services to plan, conduct and evaluate individual and group counseling programs for identified at-risk students; to perform counseling with pupils, parents and teachers of pupils who exhibit academic, special needs, social or emotional problems which adversely affect optimum educational development; perform other duties as assigned.

**Qualifications:****Required:**

- Pupil Personnel Services Credential in School Counseling
- Master's degree

**Desirable:**

- Counseling Experience
- Bilingual (Spanish/English)

**Knowledge and Ability:**

1. Knowledge and ability in counseling, administration, school-community relations, communicating and working with others
2. Knowledge and skills necessary to effectively counsel and guide students relative to completing high school and preparation for college and/or life skills
3. Knowledge of appropriate techniques, methods and practices for the counseling of school-aged children
4. Knowledge of proper English usage, grammar, vocabulary, spelling and punctuation
5. Knowledge of strategies for effectively working with at-risk youth from diverse and non-traditional cultural backgrounds
6. Knowledge of advanced concepts of child growth, development and behavioral characteristics
7. Knowledge of positive discipline and classroom management techniques
8. Knowledge of applicable policies, guidelines, rules, regulations, laws and codes
9. Knowledge of accepted record management and reporting methods
10. Ability to demonstrate an understanding, patient, respectful and receptive attitude toward at-risk students of varied age groups
11. Ability to establish and maintain cooperative oral and written directions
12. Ability to respond appropriately in highly stressful situations
13. Ability to maintain accurate records and files
14. Ability to prepare documents and reports
15. Ability to be flexible and receptive to change
16. Ability to communicate effectively both orally and in writing
17. Ability to work collaboratively with others
18. Ability to attend in-service training, conferences and meetings, as needed
19. Ability to maintain the highest level of confidentiality in all matters relating to students
20. Ability to strive to achieve the goals and objectives of the district in general
21. Ability to provide input for decision making
22. Ability to demonstrate good judgment
23. Ability to be aware of students' needs, interests, and skills
24. Ability to drive a car

**Essential Functions** of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Plan and implement an effective counseling program for identified at-risk students involving individual, group and early intervention counseling

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2. Mediate school and family conflicts, provide family support services, promote cooperative relationships between school and families
3. Maintain on-going communication with parents and school staff, and provide in-service to educational staff and parent education workshops and trainings, as appropriate
4. Attend Individual Educational Program (IEP) meetings, as needed, and assist in the implementation of planned programs, activities and strategies to meet identified goals and objectives
5. Assess students referred for counseling, coordinate with teachers and school staff when pupils are considered for referral, and initiate referrals to other agencies, with parent consent, such as Mental Health and physicians
6. Serve as a consultant and resource to educational staff to provide expertise regarding the needs of students, curriculum adaptation and classroom management
7. May evaluate the effectiveness of the counseling program on a periodic basis and report the results to the appropriate administrative staff
8. Maintain accurate records of referrals, student progress, and contact with students and parents
9. Generate reports detailing assessment results, student needs, goals and objectives, and submit required reports in a timely manner
10. Maintain strict student and parent confidentiality
11. Keep current with counseling issues, laws and regulations regarding regular and special education, educational trends, and other issues related to children and at-risk youth
12. Cooperates with health, mental health, regional center and other agencies on problems of youth and their solutions
13. May assist with individual psychological evaluations
14. Perform other related duties, as assigned

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to manage educational programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aids, laws and codes, rules and policies and other printed matter
4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings.
7. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height, to bend, to stoop, to climb stairs, to walk on uneven terrain, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job