

Job Summary

Under the general direction of the District Mental Health Counselor, provide in a reasonable and timely manner, services to children, families, teachers, administration, and paraprofessional staff through a variety of special activities, including psychological assessment, diagnosis, counseling and consultation in support of students learning at grade level and beyond.

Qualifications:

Required:

- Current California License as a Clinician Social Worker and or Marriage Family Therapist issued by the State Board of Behavior Science Examiners preferred, or to the equivalent certification (PPS Credential in Counseling).
- Valid California Driver License.

Desired:

- Pupil Personnel Services Credential
- Master's Degree in Education or related area of student.

Knowledge and Ability:

1. Testing practices, procedures and methods.
2. Individual and group counseling techniques.
3. Evaluation approaches, strategies and techniques.
4. Current Federal and State laws and regulations regarding Special Education and assigned duties.
5. Community agencies and resources.
6. Develop, write and implement comprehensive Individual Educational Plans (IEP).
7. IEP preparation and implementation methods and procedures.
8. Accurate Record-keeping techniques.
9. Oral and written communication skills.
10. Interpersonal skills using tact, patience and courtesy.
11. Principles of providing work direction and guidance to assigned personnel.
12. Technical aspects of field of specialty.
13. Cultural differences in student population.
14. Correct English usage, grammar, spelling, punctuation and vocabulary.
15. Perform professional evaluations of psychological, social and educational needs of students.
16. Diagnose psychological problems.
17. Counsel effectively with students and families.
18. Prepare and maintain confidential records and files.
19. Analyze situations accurately and adopt an effective course of action.
20. Work independently and confidentially with discretion.
21. Communicate, understand and follow both oral and written directions effectively.
22. Establish and maintain cooperative and effective working relationships with a diverse range of people.
23. Maintain current knowledge of technological advances in the field.
24. Learn new or updated computer systems/software programs to apply to current work.
25. Communicate using patience and courtesy in a manner that reflects positively on the organization.
26. Actively participate in meeting District goals and outcomes.
27. Apply integrity and trust in all situations.
28. Learn District organization, operations, policies, objectives and goals.

Essential Functions of this position, which include, but are not limited to, the following:

1. Conduct psychosocial assessment, diagnosis of emotional and behavioral problems including, but not limited to, recommendations for remediation or placement in special programs or psycho-educational interventions to assist students to achieve their personal best.
2. Provide group counseling to address emotional, behavioral or social problems.
3. Consult with children, families and teachers when there is a crisis intervention need and provide students access to high quality learning options to raise student achievements; encourage and welcome the valuable contributions of families.

4. Consult with teachers and administrators in the development and implementation of classroom methods used to improve learning, behavior and emotional problems to meet the needs of students and staff.
5. Collaborate with Student Study Team members to identify strengths and weaknesses and make recommendations for children with special needs to assist in providing students access to high quality options and a variety of activities.
6. Serve as District liaison between schools, community mental health professionals, juvenile agencies, and social service and community resources, establish collaborative relationships with staff, families, students and the community.
7. Collaborate with the school psychologist for students receiving special education services.
8. Participate in in-service training to District staff.
9. Maintain confidential records for the protection of students and families, evaluate and prepare written reports related to assigned students; complete necessary forms and documentation for insurance reimbursement.
10. Perform other related duties as assigned that support the overall objective of the position/sites/district.

Physical Requirements of this position which include, but are not limited to, the following: Dexterity of hands and fingers to operate standard office equipment, including a typewriter or computer to type letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

1. Ability to work at a desk, conference table or in meetings of various configurations
2. Ability to stand and circulate for extended periods of time
3. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
4. Ability to hear and understand speech at normal levels
5. Ability to communicate so others will be able to clearly understand normal conversation
6. Ability to lift, bend and twist, stoop, kneel, run and to reach overhead
7. Ability to lift and carry 50 lbs.
8. Ability to drive a car

Working Conditions of this position, which include, but are not limited to, the following:

1. School site/Office environment;
2. Driving a vehicle to conduct work
3. Constant interruptions
4. Contact with dissatisfied individuals;
5. Intermittent noise
6. Repetitive activities

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

Corcoran Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.