

COUNSELOR

PRIMARY FUNCTION:

Under the immediate supervision of the site administrator, and the technical supervision of the Coordinator, Student Interventions, shall be responsible for facilitating the optimal education and personal development of each student. Shall work with other District employees and parents in creating an overall school environment conducive to appropriate learning for the pupils in the District.

Professional Responsibilities

1. Comply with state and federal regulations regarding CPS, 504 plans and IDEA.
2. Maintain accurate records for students assigned to caseload; collect and analyze data as required.
3. Maintain awareness and understanding of current counseling and educational trends and developments through professional literature, site and District meetings and attending conferences.
4. Maintain personal standards of grooming compatible with the contract.
5. Meet obligations as specified by Education Code and Board Policy.
6. Meet professional standards required of all counselors.
7. Participate in Professional Learning Community work.
8. Participate in school and community-related activities such as staff meetings, School Site Council, PTA, special projects, etc.
9. Perform basic accounting and business services as required.
10. Share responsibility for the effective operation of the school program.

ESSENTIAL FUNCTIONS:

Counseling and Guidance

1. Assist parents to increase understanding of their child's particular progress and development in school.
2. Assist teachers and other staff to obtain further understanding and information regarding individual students and groups of students.
3. Assist the student in understanding his/her abilities and interests, including, but not limited to, college and career planning.
4. Attend and/or facilitate Student Study Team meetings. Attend and/or serve as Administrative Designee at Individualized Education Plan (IEP) meetings.
5. Collaborate with staff and support agencies to provide necessary information concerning individual student's progress, abilities and needs, and interpersonal relationships.
6. Collect, analyze and share assessment data to support students in various educational programs and make appropriate intervention referrals.
7. Consult with teachers and other staff as a resource on matters relating to test interpretation, career information, curriculum development based on observed student needs, student appraisal, and case conferences.

8. Coordinate and consult with community agencies and/or District resources to support parents and students with situations such as child abuse, drug abuse and mental health.
9. Develop, maintain and review 504 accommodation plans per legal requirements.
10. Facilitate improvement of the self-concept of the student in the educational and social setting.
11. Implement a comprehensive counseling program that aligns with National Standards including the three domains of Academic, Career and Personal/Social.
12. Orient parents to counseling and guidance services in the school, District and community.
13. Participate in and understand the school curriculum planning and policy-making activities with emphasis on the guidance point of view.
14. Provide programming and scheduling expertise with an emphasis on equity among diverse groups and intervention opportunities for pupils with special learning needs.
15. Use developmental counseling techniques to assist the student with needs ranging from emergency situations to long-range decision-making.

Other Duties and Responsibilities

Under the direction of his/her supervisor, the counselor may be assigned to:

1. Direct daily operation of the guidance program within the school.
2. Assist with standardized testing procedures in accordance with the District and school-testing program.
3. Cooperate with District offices in distributing and collecting paperwork, e.g., notices, forms, surveys, to facilitate communication and adhere to laws and policies.
4. Plan and coordinate the work of student assistants, paraprofessionals and interns, and as requested by the supervisor, participate in the selection of these employees.
5. Select and maintain inventory of materials, books and curriculum to support the guidance program.
6. Share in the sponsorship of student activities and participate in faculty meetings and committees.
7. Supervise students in classroom and out-of-classroom activities during the assigned work day.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from internship supervisors or other professionals who have observed the counselor's personal characteristics, scholastic attainment and counseling performance.

EXPERIENCE/CREDENTIALS:

Successful completion of a PPS School Guidance and Counseling Program from an accredited college or university.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students.
- Following training, restrain students who are becoming physically aggressive.
- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials and equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.
- Potential exposure to physical injury from aggressive behavior.