

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Counselor

REQUIRED QUALIFICATIONS

EDUCATION: Valid California credential authorizing service as a school counselor.

SKILLS: Ability to establish and maintain cooperative and effective working relationships with students, staff, parents and administrators.

Skills in motivating students, communicating with individuals from varied educational and cultural backgrounds.

Ability to perform a variety of specialized and responsible tasks, maintain records, meet schedules and deadlines.

Skills in application of assessment instruments, crisis intervention and counseling, interpretation of test data.

Skills in working with master schedule, scheduling students

Knowledge of assessment instruments and their application, relevant education codes, state and district policies.

Ability to complete a case study and develop an individual education plan; flexibility, work under time constraints.

EXPERIENCE: Prior job related experience.

BRIEF DESCRIPTION OF POSITION

Under the supervision of the site administrator(s), the school counselor contributes to the implementation of all aspects of the counseling and guidance services in a school; provides support to the student, faculty and staff; supervises students; provides information for program development and student placement; provides plans and strategies to improve students' performance; provides information on specific students to instructional personnel.; supports the site level administration in the implementation of the total school plan and performs other related duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Evaluates students, family, school environment for the purpose of providing information for program development and proper academic placement.
- Counsels parents, students and/or school staff, for the purpose of improving students' performance and/or interpersonal relationships.
- Records information e.g. assessments, evaluations, reports, observations, contacts with parents, teachers and staff ensuring continuity of service.
- Researches information e.g. referrals, attendance patterns, intervention techniques for the purpose of identifying information and making recommendations benefiting students.
- Formulates and evaluates procedures by which students develop educational plans and are enrolled in appropriate courses to meet their needs.

- Consults with staff, teachers, parents, agencies for the purpose of providing information on academic achievement, child development and/or specific students.
- Interacts with outside professionals, parents, staff, students, agencies for the purpose of receiving and/or communicating information.
- Assists school administrative staff, students and parents for the purpose of providing crisis intervention i.e. counseling, support, referrals to appropriate agencies, etc.
- Assesses and evaluates students' academic, social, and physical growth and keeps appropriate records in accordance with district policies and procedures.
- Utilizes assessment data to determine mastery of standards, reteaching needs, and subsequent instructional decisions.
- Utilizes appropriate and available technology to teach and reinforce specific grade level concepts.
- Maintains open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
- Identifies pupil needs and works with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
- Provides an environment to develop citizenship and other general elements of course of study specified in state law and administrative regulations and procedures of the school district.
- Assists teachers for the purpose of implementing curriculum.
- Assists school administrative staff and helps maintain a safe, orderly environment by providing supervision before, during, and after school.
- Implements appropriate intermediate procedures relative to incidents e.g. fights, suspected child abuse, suspected use of alcohol and or controlled substances, etc. for the purpose of maintaining student safety, a positive learning environment and adhering to education code, District and/or school policies.

OTHER JOB FUNCTIONS

- Maintains professional competence and familiarity with legal requirements, District policy and regulations, and counseling practices and procedures through participation in appropriate inservice education activities and/or self-selected professional growth activities.
- Participates in inservice/staff development programs for the purpose of meeting professional growth, state/district/credential requirements.
- Participates cooperatively with the principal/designee to implement the system by which the employee will be evaluated in conformance with the District's evaluation procedures including attainment of District goals and objectives.
- Participates in committees and supports community-school activities.
- Communicates effectively with staff and parents.
- May plan and coordinate the work of paraprofessionals and/or volunteers.

PHYSICAL REQUIREMENTS

Significant physical abilities include: sitting for prolonged periods, lifting/carrying, reaching/handling/fingering/feeling, talking/hearing, near and far visual acuity/visual accommodation.

OTHER REQUIREMENTS

TB test clearance, Department of Justice Fingerprint clearance, valid driver's license and proof of insurability.