

SCHOOL DISTRICT

COUNSELOR

DEFINITION

Under direction, to provide behavioral, educational, career, and vocational counseling to individuals and small groups of students; to assist students in understanding and seeking solutions to social, emotional, or academic problems and issues; to serve as a resource pertaining to student behavior management strategies, and welfare and attendance problems and concerns; and to do other related functions as required.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise commonly taught in public schools, and counseling and guidance knowledge and skills. Responsible and directly related experience is required to perform problem analysis using widely prescribed principles and concepts. The position classification performs decision analysis and makes decisions of considerable consequence, requiring the application and interpretation of data, facts, procedures, and policies. The incumbents meet frequently with school administrators, teachers, other staff, and parents to communicate information, data, and alternative problem solutions. This a sedentary position classification and performs light work involving sitting a considerable portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, providing oral information, and handling and working with instructional and assessment materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXAMPLES OF DUTIES

- Performs individual and group counseling and guidance functions and activities, including career and vocational, and social and emotional adjustment counseling.
- Collects, organizes, and analyzes student information through the use of educational historical data, test results, and through the use of interview techniques.
- Appraises student interests, aptitudes, and attitudes utilizing a variety of assessment strategies and techniques.
- Provides information and data to students concerning educational, career, and vocational planning.
- Serves as a resource to site and District personnel, and members of the school community.
- Meets, confers, and counsels with parents, school personnel, and members of various youth serving agencies in developing alternative solutions to student educational, social, and emotional problems and concerns.

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- Assists in the development and monitoring of individual education plans for students with exceptional needs.
- Maintains a liaison with social service and youth service agencies in pursuing referral follow up activities.
- Pursues evaluation and research activities to determine counseling and guidance effectiveness.
- Assists in the planning, development, and implementation of master student program calendars.
- Assists in identifying school program needs, and participates in developing school instructional programs geared to meet individual pupil needs.
- Assists in the planning, development, and conduct of programs that enhance student educational, career, and vocational opportunities, including speaker programs, student visitation programs, and other similarly related activities.
- Establishes, maintains, and monitors the maintenance of a variety of files and records pertaining to student counseling, guidance, and related matters.
- Assists in dealing with student behavior management problems, and in resolving welfare and attendance problems and concerns.
- Plans, develops, and presents, as requested, a variety of management related reports pertaining to site counseling and guidance functions and activities.

QUALIFICATIONS

Knowledge of:

Principles, methods, techniques, strategies, and trends in educational, vocational, career, social, and emotional adjustment counseling;
Applicable and appropriate aptitude, interest, and achievement appraisal instruments, techniques, and procedures;
Social service and youth service agencies in the local area;
Social, emotional, and behavioral characteristics of adolescent students;
Program evaluation and research techniques, strategies, and procedures;
Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests.

Ability to:

Assist students in effectively analyzing and developing alternative solutions to behavioral, educational, social, and emotional problems and concerns;
Conduct, analyze, and effectively utilize a variety of individual and group testing procedures and instruments applicable to student clients;
Effectively deal with site and District personnel, parents, social and youth service agencies in resolving student problems and concerns;
Effectively participate in the planning and implementation of school guidance and curricular programs;

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Communicate effectively in oral and written form, and as required by the assignment utilize a second language;
Understand and carry out oral and written directions with minimal accountability controls;
Establish and maintain effective organizational, public, and community relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Two years of successful public school counseling experience.

Education:

Equivalent to the completion of an earned Master of Arts or higher degree in psychology, counseling and guidance, or a closely related field.

CERTIFICATION REQUIREMENT

Possession of a valid Pupil Personnel Services Credential authorizing service as a counselor.