

**CALAVERAS UNIFIED SCHOOL DISTRICT  
3304 B Highway 12 - P. O. Box 788  
San Andreas, CA 95249  
209/754-3504**

**JOB TITLE: School Counselor**

**WORK YEAR: 185-day**

**DEFINITION**

Consults and collaborates with teachers, administrators, parents, and staff to increase student achievement, behavior, motivation and academic learning. Provides all students through 1 on 1 or group sessions or through referrals equitable access to a quality, developmentally appropriate and comprehensive guidance counseling program focused on academic success, personal and social development and college and career guidance. Delivery of these services may include individual and group activities as well as classroom and assembly participation.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Educational Services, Site Administrator, or designee as appropriate and applicable and that these directions be coordinated within the administrative structure when they conflict and are associated with the assignment.

**REPRESENTATIVE DUTIES:** (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Develops, plans, implements, promotes, and evaluates a comprehensive developmental counseling and guidance program based on the ASCA National Standards for school counselors; establish a planning calendar for school counseling program activities; consistently reviews and modifies the school counseling program to best fit the needs of the school and students. (E)

Utilize technology and data-based systems to make decisions regarding the school counseling program. Use data to develop strategies for closing the achievement gap. Use data to promote equity and implement intentional guidance activities. (E)

Provide school counseling core curriculum lessons, parent education programs, assist families with school-related problems and issues, including but not limited to: appropriate use of technology, attendance, substance abuse/cessation strategies, social/emotional learning, student wellness, conflicts, etc., and make information related to the concern(s) or areas being addressed, available to parents and families.

Provides structured, goal-oriented prevention, intervention and responsive services to meet the identified needs of individuals or groups of students regarding academic, career, and personal/social needs. These services include but may not be limited to: threat/risk assessments (shared by school psych), IEP related services such as creating/supporting counseling goals, attending meetings, and providing counseling services (individual/small group), facilitate 504 and SST meetings and follow-up with applicable staff related to accommodations/supports, counseling support and guidance for general education students including support in the intensive support class, SEL and Second Step support for staff, and assist with Cessation program to address vaping/use of tobacco and or marijuana.

Makes provision for being available by appointment to counsel students and consult and collaborate with school staff, parents and other community members to increase the effectiveness of student education and promote student success.

Acts as a resource for teachers, such as consulting on the solution of classroom behavior problems. Develops and presents professional development/in-service programs for school staff assigned by administration not to exceed 2 per year); provides opportunities for parent education programs.

Advocates for individual students and specific groups of students to ensure equal educational opportunities; promotes personalizing education for all students where feasible; assists with placements for students in appropriate specialized district programs (may include Extended Day, Alternative programs.)

Promotes positive attendance practices for all students; collaborates with parents, school, and district staff, to resolve attendance problems; assisting with the legally required truancy notifications and corrective actions in keeping with school attendance policies, when appropriate.

Collaborates and coordinates with school psychologists, mental health clinicians and community-based resources in order to refer students and their families to appropriate services, programs or outside agencies.

Oversees and maintains school counseling records, files, etc.

Counsels a proportionate load of counselees.

Works with administrators, guidance personnel, teachers and students to implement centralized district guidance philosophy, as adopted by the governing board.

Serves on district committees that enhance counseling and guidance; committee work.

Demonstrates and maintains an ongoing program of professional growth that satisfies credentialing, district requirements and personal expectations as a professional.

Attends established traditional district and school-sponsored activities (e.g. Open House, Back to School Nights, program and activities).

Coordinates the site and feeder school articulation process and program. Serves as a liaison between district; elementary, middle and high schools; or parent information in matter of

transition. Serves as a liaison to post-secondary institutions with college information, evaluation and application. As applicable as directed by site administrator, and in collaboration with the Career Center Tech, coordinates/supports visitations of counseling teams or College Admissions Officers.

Assists and provides information to students on plans for promotion and graduation, college entrance requirements, source of financial aid and career opportunities.

Organizes procedures for orientation, registration, and scheduling of students.

Works with the principal and assistant principal in preparing the master schedule.

In collaboration with site administration, is responsible for developing, publishing, and updating the Academic Course Catalog on an annual basis.

Performs other duties as assigned by administrators, not to include event supervision, such as sports or other administrative duties. However, a school counselor may choose to sign up for event supervision (timesheet) or agree to act as the admin designee should the opportunity or need arise.

## **QUALIFICATIONS**

### **Knowledge of:**

- Child development and behavior dynamics
- Group and individual counseling techniques and methodology
- Student assessment practices and interpretation of test data
- Laws related to minors
- Conflict resolution and problem-solving techniques
- Community Resources
- Scheduling procedures and practices
- State and National Counseling Standards

### **Ability to:**

Employees in this position must have/be able to:

- Plan, organize and establish priorities
- Understand cultures and family structures so enable communication with and empathy with students, staff, parents and others
- Assist others in resolving problems
- Communicate clearly and succinctly
- Relate to diverse cultures
- Promote quality human relationships
- Facilitate student counseling group basis as needed

- Establish and maintain cooperative working relationships with those contacted in the course of work

**Education and Experience:**

Bachelor's degree, including all courses need to meet credential requirements. Must have practical, working knowledge of tests construction and interpretation, child growth and development, adolescent psychology, interviewing techniques, and other counseling skills.

Pupil Personnel Services (PPS) counseling credential - as required by law or applicable/acceptable professional license authorizing school counseling activities.

License and Certificate:

Must have a valid California Driver’s License and evidence of insurance

Possession of a valid First Aid and CPR certificate must be obtained within sixty (60) days from date of hire

**WORKING CONDITIONS:**

Environment:

Employees in this position will work in office, classroom and school environments. Employees will come in direct contact with students, parents and District staff.

Physical Demands

Employees in this position must have/be able to:

**PHYSICAL**

- **Standing/Walking:** Frequently; throughout workshift while performing classroom duties, including recess supervision, field trips.
- **Sitting:** Occasionally; while performing classroom duties at low tables assisting students.
- **Lift/Carry:** Frequently; 1-15 pounds; classroom instructional materials, books, binders, paperwork. Occasional lifting 16-35 pounds, books and materials, assisting students and moving equipment.
- **Bending/Stooping:** Frequently; at knees/waist/neck while providing one-to-one student services or retrieving items from lower shelves.
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving furniture and equipment and opening doors, etc.
- **Climbing/Balancing:** Seldom, using stepladder in classroom, may be stairs at some locations.
- **Kneeling/Crouching/Crawling:** Occasionally; kneeling may be required while assisting students in physical activities. Crouching/crawling not required.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.

- **Sight/Hearing/Speech:** Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.

### **MENTAL**

- Constant mental alertness required in supervising activity of assigned student to anticipate behaviors of student and maintain safe, educational environment.
- Must possess necessary communication skills, written and oral, to complete assignments. Must be able to read, write speak English. Possess interpersonal skills to work well with various types of students, parents and staff. Must be able to adapt to work pressures that can include frequent interruptions, multiple tasks and maintaining daily schedule of activities.
- Must be able to work independently with assigned student and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and set appropriate behavioral model to assigned students.

### **Salary Placement: CUEA Salary Schedule**

185 days/ 7 hours per day, additional days can be added to the work calendar based on mutual agreement by site administrators and site school counselors.and are paid through time sheeting the extra hours or days.

**CUEA Notification: 5/25/22**

**Board Approval: 6/14/22**