

HANFORD ELEMENTARY SCHOOL DISTRICT

Job Description:

SCHOOL COUNSELOR

DEFINITION

The School Counselor provides counseling and guidance services that promote academic, career, personal, and social development. The School Counselor serves as an advocate for high academic achievement and social development for all students through the provision of individual and schoolwide intervention strategies and counseling services.

DISTINGUISHING CHARACTERISTICS

The School Counselor is responsible for academic counseling that establishes and implements short and long-term educational plans in collaboration with parents and other professionals. The School Counselor will provide career and vocational counseling with a focus on planning for the future and developing career potential. The School Counselor will provide personal and social counseling and interventions that promote positive interpersonal relationships and social skills.

ESSENTIAL FUNCTIONS

- Monitor the academic progress of students and make appropriate interventions to improve student achievement and attendance.
- Facilitate student/teacher/counselor/parent conferences regarding student's educational progress and future educational and vocational goals.
- Analyze and interpret a variety of data in order to assist in the development of appropriate educational program for students.
- Counsel students to improve educational, personal, behavioral and social outcomes.
- Assist in identifying special needs students (English Learners, Foster Youth, Low Income Students, Special Education, etc.) and in making referrals to appropriate school and community resources.
- Review and maintain pertinent pupil data (cumulative records, progress reports, achievement tests, etc.).
- Consult with parents and teachers regarding the educational, social and vocational needs of their students.

ESSENTIAL FUNCTIONS (continued)

- Establish transition services for student returning to the mainstream from Community Day School or other alternative education placements.
- Establish and monitor intervention programs designed to promote positive behavior using peer-to-peer strategies or Restorative Justice Practices.
- Match targeted students to multi-disciplinary support services and community resources.
- Work with the principal and other school staff to develop appropriate transition plans for students transitioning from elementary school and students transitioning to the high school.
- Confer with classroom teachers and other school staff regarding individual student needs.
- Develop and conduct professional development activities regarding techniques for remediating behaviors and assisting social or personal adjustment.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Principles and current practices in the field of school counseling

Instructional strategies and materials

Behavioral intervention techniques

Community Resources

Conflict resolution strategies

Skills/Abilities:

Analyze facts and information and draw accurate conclusions.

Provide options and recommend a course of action regarding the nature, scope, and extent of services for students.

Communicate verbally and in writing in a manner that clearly and concisely conveys necessary and important information, taking into consideration the interests, roles and responsibilities of the various parties.

Skills/Abilities: (continued)

Establish and maintain effective working relationships with supervisor, staff, parents, students, other agency personnel, and the community at large.

Exercise confidentiality and sound judgment in the performance of duties and communications with others.

Adhere to legal, ethical, and professional standards and guidelines in school counseling.

Bilingual (English/Spanish) preferred.

EDUCATION AND EXPERIENCE

Education

Completion of a Bachelor degree and successful experience teaching, counseling, or providing related services to young people.

Licenses:

Valid California Pupil Personnel Services Credential with authorization in School Counseling or School Psychology.

Experience:

One year internship or work experience in school counseling or school psychology.

WORKING CONDITIONS

Environment:

Office and school environment; occasional local travel in personal automobile.

Physical Abilities:

Hearing and speaking to exchange information; vision sufficient to read complex written narrative and statistical documentation and data, including small print; vision and dexterity of hands and fingers to operate a personal computer for data entry and retrieval; driving and automobile; sitting for extended periods of time; walking and standing for short periods of time; bending and reaching to place or retrieve files, binders, and other work-related documents and materials.

Adopted: 04/09/14