

REED UNION SCHOOL DISTRICT POSITION DESCRIPTION

SCHOOL COUNSELOR

I. Overview

Provide comprehensive, coordinated counseling services for students to help facilitate a healthy social and emotional environment within the school setting

II. Major Duties and Responsibilities

Under the direction of the Principal:

- A. Meet with designated students in individual or small group settings
- B. Meet with parents individually or in group settings to assist in building strong positive parenting skills. Conduct parenting groups.
- C. Consult with teachers, administrators and other school personnel regarding the social/emotional needs of students, effective classroom management techniques, provide relevant background information on students, facilitate the appropriate educational placement of students, and provide reinforcement of appropriate school behavior
- D. Be a member of the Student Study Team and attend monthly meetings, when appropriate
- E. Network with mental health resources outside of the immediate school environment.
- F. Assist in referral of students to community agencies and/or individual practitioners
- G. Attend parent-teacher conferences wherever appropriate
- H. Meet with staff to discuss classroom dynamics when needed
- I. Attend IEP meetings if appropriate and assist staff with the implementation and annual review of 504 plans
- J. Provide individual and/or group crisis intervention, if needed, for students and staff
- K. Collaborate with District psychologist to plan counseling services
- L. Participate in articulation activities among district schools and high school
- M. Attend school and district meetings and in-service programs
- N. Participate in local, state, and national professional organizations
- O. Assist students new to the school and assist students transitioning from one school level to another

- P. Facilitate an/or conduct faculty in-service training programs
- Q. Provide additional services as required by the principal or assistant principal

III. Qualifications

Skills, Knowledge and/or Abilities Required:

- A. Skills in appropriate special subject matter
- B. Knowledge of the developmental processes of students
- C. Counseling techniques to facilitate decision making, problem solving, and coping skills
- D. Interpersonal communication techniques and behavioral management techniques
- E. Abilities to understand and accept individual differences in children, parents, and staff members
- F. Ability to perform a variety of specialized and responsible tasks; maintain records; establish and maintain cooperative working relationships with students, parents, and other school personnel
- G. Meet schedules and deadlines
- H. Successful use of technology

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IV. Education and Credential Required

Valid California credential with authorization for Pupil Personnel Services
Master's or Doctoral Degree, MFT, or LCSW helpful

V. Physical Requirements

Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

VI. Evaluation

Work under the supervision of the school Principal or designee

Board Approved October 17, 2006