

Job Title: SCHOOL COUNSELOR

Definition:

Under the supervision of the Director of Pupil Safety and Attendance and direction of the Site Administrator, the School Counselor will provide data-driven, multi-tiered, multi-domain systems of support to address the needs of all students. School counselors provide culturally responsive and trauma-informed classroom lessons, support schoolwide activities, and individual and small group counseling to support our students' social-emotional development, academic achievement, and college and career readiness.

Distinguishing Characteristics:

The School Counselor assists in the design and implementation of the positive behavior intervention and supports; school safety plan; positive school climate strategies; attendance monitoring and re-engagement plan; and crisis response plan. The counselor encourages a positive, safe, and secure school environment to improve social-emotional and academic outcomes for all students.

Essential Job Duties:

The following tasks are essential for this position.

1. Implement a culturally responsive school counseling program that is data-driven, standards and outcome based and aligned with district and school goals.
2. Implements data-driven, responsive supports and interventions through a Multi-Tiered System of Support (MTSS).
3. Participates as a member of the Positive Behavior Intervention Support System team to maximize student engagement and success for all students.
4. Assists in student behavioral support by assisting teachers in maintaining a positive learning environment in the classrooms.
5. Develops, coordinates, and implements programs and activities which focus on creating a positive school climate to improve student, family and community engagement; build positive adult-student relationships and assure school safety.
6. Collaborates with students, teachers, parents/caregivers, support staff, and community agencies regarding student needs including school achievement, personal, behavioral, and social-emotional development.
7. Consults, coordinates, and makes referrals to community agencies, support groups, and other community resources as appropriate.
8. Provides culturally responsive assistance to families and students with academic, social, emotional, and attendance concerns.
9. Collects evidence-based data to inform and evaluate student interventions.
10. Provides conflict resolution support to students utilizing restorative practices and/or community circles.
11. Provides individual and group counseling services for students. Effectively monitors student progress using data collection methods.
12. Assesses the learning and social-emotional needs of students using a variety of resources and methods, and develops plans to address their needs.
13. Recommends and refers services for students within the scope of specialized district programs in consultation with the school staff, parents/caregivers, and community agencies.

Job Title: SCHOOL COUNSELOR

14. Develops, implements, and monitors general education behavioral intervention plans and makes data-based decisions to facilitate positive student outcomes, for students who have social, emotional, behavioral, and/or academic needs.
15. Provides direct support to students, and works collaboratively with staff, in crisis situations (such as self-harm, suicidal ideation, child abuse, or substantiated threats of violence) and conducts assessments as needed.
16. Participates in Student Study Team, IEPs, and 504 Plan meetings and/or parent-teacher conferences as needed.
17. Develops and facilitates training/workshops for teachers, school staff and parents/caregivers to meet student needs.
18. Educates staff regarding how to create a trauma-informed and culturally responsive classroom environment.
19. Collaborates and supports the school site attendance team to address student attendance concerns and barriers to learning. Provides support as needed for students who have chronic attendance concerns.
20. Conducts home visits in collaboration with other school personnel to re-engage students and build relationships with students and families.
21. Provides frequent support and resources for students who are in foster care and students experiencing homelessness.
22. Maintains confidential records and documents interventions in the Student Information System.
23. Keeps abreast on current legislation and policies relating to youth.
24. Attends professional development and in-services provided or required by the district.
25. Follows professional codes of ethics and legal mandates while maintaining current knowledge of laws affecting the delivery of student services.
26. Performs other duties as assigned within scope of practice.

Minimum Knowledge, Skill and Ability:

- Communicate effectively with individuals of diverse socio-economic and cultural backgrounds.
- Read, interpret, apply and explain laws, regulations, policies and procedures applicable to school counseling and the Lancaster School District.
- Use Standard English grammar and pronunciation.
- Understand and follow oral and written directions.
- Maintain confidentiality of records and information.
- Work independently with limited direction.
- Maintain accurate record keeping.
- Maintain appropriate/professional interpersonal relationships with staff, students, families and other stakeholders.
- Work harmoniously with school personnel, supervisors, parents, students, outside agencies, and the community.
- Operate basic office equipment (computer, printer, and/or scan/copy machine).

Job Title: SCHOOL COUNSELOR

Training and Experience

- Masters degree in Counseling, Social Welfare or other related fields.
- Valid Pupil Personnel Services Credential authorizing service in School Counseling or School Social Work.
- Child Welfare and Attendance Authorization desired.
- Extensive knowledge of trauma-informed practices, child development, academic, social and emotional issues related to school-age children.
- Experience in individual and group counseling of school-age children.
- Demonstrates effective leadership skills.

Desirable Qualifications:

- Bilingual (Spanish).
- Teaching experience.

Physical Requirements and Working Conditions:

- Physical and mental fitness to engage in counseling services.
- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Is subject to inside and outside environmental conditions.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.
- Must have a valid California driver's license and evidence of insurance.
- Utilizes own vehicle for transportation as needed.
- May be required to work evenings.
- Must secure NCI certification within the first 3 months in the position.

Job Title: SCHOOL COUNSELOR

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking		X	
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X		X		
26 – 50 lbs.		X		X		
51 – 75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data		X	
Organize			X
Write			X
Plan			X
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer		X	
FAX Machine	X		
RADIO	X		