

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: SCHOOL COUNSELOR

BASIC FUNCTION:

Under the direction of the Director of Student Services and reporting directly to the site Principal, the school counselor is responsible for providing a school counseling and guidance program recognizing ASCA's National Standards Model for School Counseling and Programs.

Elementary school counselors also collaborate with teachers and parents on early identification and intervention of children's academic and social/emotional needs, which is essential in removing barriers to learning and developing skills and behaviors critical for academic achievement.

REPRESENTATIVE DUTIES:

Duties of this position include but are not limited to:

- Implement the ASCA National Standards Model for School Counseling and Guidance based on site needs and caseload.
- Conduct counseling and guidance learning activities in the classroom / on campus for all students in collaboration with the teaching staff.
- Assist in providing prevention and intervention services to include crisis management and other district or site-based student services programs.
- Assist families with school-related problems and issues by setting up meetings or presenting workshops to address specific needs.
- Provide on-going support of students who need further intervention or refer the families to agencies who can assist them in areas of identified counseling needs.
- Provide group counseling as appropriate.
- Provide assistance for teachers and communicate with families
- Provide programming for students based upon their individual abilities and needs.
- Attends faculty and district meetings.
- Evaluate the counseling programs annually for student achievement/growth.
- Maintain appropriate counseling records.
- Perform obligations mandated by laws or Board policy and other duties related to the position.

CREDENTIALS AND EXPERIENCE

- California Pupil Personnel Service credential / School Counseling
- Bachelor's degree from a regionally accredited institution
- Master's Degree in Counseling preferred
- Prior job related experience with increasing levels of responsibilities in school setting is highly desirable

KNOWLEDGE OF:

- Federal and state laws pertaining to student education
- ASCA national model and standards for school counseling
- Appropriate subject matter knowledge as well as current developments in the field of counseling and curriculum
- Assessment practices, data collection and interpretation

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment
- Frequent interruptions

PHYSICAL DEMANDS:

- Perform work which is primarily in an office setting
- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboard, telephone, and common office machines)
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials.
- Sitting for extended periods of time
- Work at a computer screen for prolonged periods
- Mobility to stand, stoop, reach, bend and kneel/crouch
- Lifting items up to twenty-five pounds

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Certificated Salary Schedule