

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Counselor

BASIC FUNCTION:

The Counselor will assist students to understand and develop their full potential and meet the demands of school expectations through a variety of counseling services, including acting as a liaison between students, parents, staff, and community agencies. Assists students with career development and provides information regarding post-secondary options. Assists in the establishment and maintenance of good community-school public relations. Provides counseling sessions to individuals and groups in crisis situations, such as prevention and behavior intervention.

ESSENTIAL FUNCTIONS:

- Works with staff to develop a school climate program to include student recognition, encouragement, and positive behaviors.
- Provides support to teachers regarding classroom management and student behavior, communications, and interpersonal skills.
- Monitors the academic progress of students and makes appropriate interventions to improve student achievement and attendance. Provides support for academic success of students.
- Attends staff meetings, parent teacher conferences, Student Study Teams, 504, SST, Individualized Education Plan meetings as required.
- Analyzes and interprets a variety of data in order to assist in the development of an appropriate educational program and placement for students.
- Evaluates and interprets results of the California High School Exit Exam, academic achievement tests, interest surveys, and vocational aptitude tests.
- Reviews and maintains pertinent pupil data (cumulative records, progress reports, report cards, California High School Exit Exam, and achievement tests).
- Consults with representatives of public and private agencies in providing information regarding students and prescreens pupils for possible referral to other supportive services or agencies within the community.
- Consults with school and community professionals to coordinate counseling services and makes appropriate referrals.
- Provides intervention counseling to students individually or in small groups regarding specific issues such as divorce, grief, bullying, suicide prevention, anger control, substance abuse, diversity, and friendship.
- Interprets the school programs to parents to help them better understand their student's abilities and needs relating to career choice, requirements for advanced education, and potential career opportunities.
- Maintains high campus visibility through staff and student contacts.
- Monitors Individual Behavior plans.
- Provides direct instruction to students regarding successful completion of high school graduation requirements and other appropriate information to support each student's academic achievement.
- Facilitates student/teacher/counselor/parent conferences regarding student's educational progress and future educational and vocational goals.

DUTIES and RESPONSIBILITIES

The Counselor may be assigned to an Elementary, Middle School or High School site and may/or may not perform all of these duties depending upon assignment.

- Counsels students experiencing crisis.
- Counsels students regarding alternative education programs and provides necessary student information.
- Assists in identifying special needs students (GATE, English Learners, Special Education, etc.) and in making referrals to special programs as necessary.
- Assists students in planning realistic educational goals and understanding their aptitude and ability.
- Counsels students to help them overcome potentially disabling educational, personal, behavioral and social problems.
- Consults with parents regarding educational, social, and vocational needs of their students.
- Provides information regarding graduation requirements, academic distinction, college entrance requirements, financial aid, occupational skills requirements, and helps students develop an appropriate program of studies.
- Participates in orientation programs for incoming 9th grade students, transfers students, and monitors graduation requirements for all students.
- Works in coordination with Principal and staff to schedule students into grade level classes for the school year. (August and June)
- Distributes relevant guidance information to students and staff.
- Assists with Senior portfolio evaluations
- Consults and confers with parents, staff members, and students to facilitate student articulation between schools and grade levels.
- Participates in the District's school crisis intervention team.
- Assists students in the understanding and acceptance of cultural diversity.
- May present in classroom, workshop, or other training environment to demonstrate decision making, problem solving, conflict resolution, social, and coping skills.

KNOWLEDGE, ABILITIES and SKILLS:

- Knowledge of intellectual, emotional, social, and physical development of children and adolescents.
- Knowledge of and ability to apply interpersonal communication techniques.
- Knowledge of current trends in educational and crisis counseling.
- Knowledge of organization and administration of other cooperating agencies.
- Knowledge of state and local laws relating to confidential information.
- Ability to understand and accept individual differences in children and parents.
- Ability to effectively communicate and maintain cooperative relationships with those contacted in the course of work.
- Ability to use a computer and various software applications.
- Exercises professional judgment in making decisions.
- Communicates appropriately and effectively with students, parents, administrators, other school personnel, etc.
- Demonstrates a genuine interest in the student population and their educational needs.
- Shows initiative.

QUALIFICATIONS, LICENSE, OR CERTIFICATE REQUIREMENTS:

- Pupil Personnel Services Credential
- Experience working with elementary, junior high school or high school age students.

ENVIRONMENT:

- Office environment: subject to constant interruptions.
- Requires student contact at school sites.
- Possible exposure to an array of childhood ailments, diseases, and bodily fluids.

PHYSICAL REQUIREMENTS: (DEMANDS)

- Dexterity of hands and fingers to operate a computer, a phone, and other office equipment.
- Sitting or standing for extended periods of time and walking to various locations at the assigned school sites.
- Kneeling and bending, and reaching horizontally and overhead to retrieve and maintain files and to store supplies and records.
- Lifting and carrying objects weighing up to 30 pounds.
- Sufficient hearing to hear and understand speech at normal classroom levels, outdoors, and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood at normal classroom levels, outdoors, and on the telephone.
- Sufficient vision to read small print.
- May be required to assist students experiencing physical difficulties.

Board Approved: