

PERSONNEL

SCHOOL COUNSELOR Certificated Salary Schedule

DEFINITION

Under the immediate direction of the Principal, assumes delegated responsibility of pupil personnel services at the school site. Provides counseling services to students and parents, which assist the pupil in making appropriate decisions relative to his school program and his relationships with teachers, administrators, and other pupils.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides assistance to teachers in the interpretation of abilities and needs of individual pupils.
2. Provides assistance to teachers in planning and conducting parent-teacher conferences.
3. Assists the staff in the reinforcement of appropriate school behavior.
4. Makes preliminary evaluation of the school problems of pupils referred to him/her by teachers, the principal, and others, and requests the services of district student services personnel in dealing with these difficulties when appropriate.
5. Assists the teachers and the principal in achieving the optimum placement within the school for each pupil.
6. Counsels pupils and their parents on matters relating to the pupil's adjustment to school.
7. Performs other guidance services as directed by the principal.
8. Acts as faculty advisor to Conflict Resolution/Peer Mediation group.
9. Assists the principal in planning and conducting in-service education experiences for the staff in such areas as human relations, child growth and development, and guidance function of the classroom teacher.
10. Participates in school-sponsored activities outside the assigned working day such as parent teacher meetings, SAT meeting, Open House, holiday programs, and graduation exercises.
11. Conducts curriculum based social skills and behavior intervention groups K-8th.
12. Consults with school administrators and other professionals concerning appropriate learning objectives for pupils, planning of developmental and remedial programs for pupils in regular and special school programs, and to develop educational experimentation and evaluation.
13. Consults with teachers in the development and implementation of classroom methods and procedures designed to facilitate pupil learning.
14. Consults with parent to assist in understanding the learning and adjustment processes of pupils.
15. Keeps appropriate records.
16. Serves as a case manager for behavior contracts.
17. Provides staff development and parent education programs.
18. Interacts positively with colleagues.
19. Attends district in-service and information meetings.
20. Performs other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

1. Credential: California Pupil Personnel Services.
2. Education: Master's Degree in School/Educational Counseling or closely related field
3. Experience: Three years of experience in pupil personnel services; or, three years of K-8 classroom teaching experience with established class management skills; or, three years of related experience working with children in an educational setting.

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4. Personal Qualities: Appearance, grooming and personality that establish a desirable example for pupils. Good physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher. Must possess mature judgment, knowledge of recent developments in the field of guidance. Must have a proven ability to relate well to pupils, parents, school administrators, and other teachers.
5. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|---------------|---|----------------------|------------------|---|----------------------|
| 1. Seldom | = | Less than 25 percent | 3. Often | = | 51-75 percent |
| 2. Occasional | = | 25-50 percent | 4. Very Frequent | = | 76 percent and above |

- 4 a. Ability to work at a desk, conference.
- 4 b. Ability to stand for extended periods of time.

- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate effectively.
- 3 f. Ability to bend and twist.
- 1 g. Ability to lift 30 pounds.
- 1 h. Ability to carry 30 pounds.
- 4 i. Ability to reach in all directions.

Adopted: May 10, 2005

Revised: April 8, 2014

Revised: March 10, 2020