

ALPINE COUNTY UNIFIED SCHOOL DISTRICT

**ACADEMIC, CAREER AND PERSONAL/SOCIAL DEVELOPMENT COUNSELOR**

**REPORTS TO:** PRINCIPAL / DIRECTOR OF STUDENT SERVICES

**SUPERVISES:** No supervisory responsibilities

**DEFINITION:**

Under general supervision of the School Principal, provides a comprehensive counseling and academic guidance program that emphasizes prevention and early intervention services for all children in grades K-12; to consult with staff and provide opportunities for staff development; to consult with parents and provide opportunities for parent education; to provide support to elementary programs and continually strive to improve the general school climate; to work cooperatively with other community resources to increase the likelihood that children receive appropriate services when their needs exceed the scope of a school-based program; and to perform other duties as required.

**QUALIFICATIONS:**

Required:

1. Possession of current and valid appropriate California credential(s) is required, such as, Pupil Personnel Services – School Counseling or School Social Work Credential.

Desired:

1. Responsible counseling experience in education programs is desired.
2. Successful experience in counseling students who have had difficulty succeeding in school is desirable.

**KNOWLEDGE AND ABILITY:**

1. The knowledge of counseling concepts and programs; applicable laws, regulations, and codes is desirable.
2. The ability to perform the following work activities with or without reasonable accommodation:
  - Establish and maintain effective working relationships.
  - Supervise students.
  - Communicate effectively, both orally and in writing.
  - Work independently and meet deadlines.
  - Maintain regular attendance and punctuality at work and staff meetings.
3. The ability to work effectively as a member of a team and with individuals and groups in a diverse, multicultural environment.
4. The ability to demonstrated ability to work effectively with others is desirable.

**ESSENTIAL DUTIES/TASKS:**

The counselor facilitates and coordinates the Guidance and Counseling plan, maximizing the child's potential in the three content areas of academic, career and personal/social development. This is achieved through:

1. Provide individual or small-group counseling to help students whose school progress is in jeopardy. Help students identify problems and create strategies that can reverse or alleviate concerns. Regularly examine the variety of data collected on students to determine which students need additional support or intervention. Observe and collect data to inform Student Success Team meetings. Attend Student Success Team (SST)

meetings and Positive Behavior Intervention Supports Team (PBIS) meetings. Teach weekly lessons in After School Program to support Homework Habits; Conflict Management; Study Skills and School Success etc. Develop and maintain contact log; Identify groups for group counseling.

2. Testing Coordinator: Train staff, coordinate testing district and state testing calendar, disseminate and collect state tests according to state protocol; Coordinate all aspects of local and state tests. Prepare students and teachers for standardized testing.
  - Coordinate State, Federal, and District-mandated testing with related departments within the District, and at the State level.
  - Facilitate the administration of testing; including acquisition of testing materials and coordination with school sites regarding their participation in the testing procedures.
  - Receive, inspect, count, number and distribute testing materials; package tests and manuals and prepare directives for staff for each test administration and distribute to appropriate administrators according to established schedules; compose, type and distribute reports and other correspondence related to the testing process.
  - Coordinate the processing and scanning of tests; assure tests are prepared for processing and assure required information is complete and accurate; obtain and complete missing information; review scanned test results and coordinate with Information Technologies to resolve errors, questions, and other issues.
  - Inspect testing materials and maintain the security of testing materials, related data, and confidential student information.
  - Prepare and distribute testing flow charts and schedules tests to be administered.
  - Maintain currency with legal issues and the California Education Code, as related to the State and District-mandated testing; work with staff to resolve legal issues.
  - Facilitate appropriate approval of forms/materials as necessary to meet State requirements for testing.
  - Facilitate data collection and reporting for State documentation; assist District departments as necessary in gathering information for reports and presentations.
  - Provide training and direction for site administrators for State and District-mandated tests.
  - Act as liaison for the Testing Office and Information Technologies related to the collection, maintenance, and distribution of mandated tests.
  - Serve as liaison for the Testing Office to school sites and District offices related to the completion of required reports as needed to meet State and Federal requirements.
  - Mail tests to scoring companies and verify receipt of test results.
  - Coordinate the scoring of writing prompts for students; secure teachers to be chief readers and to score the writing prompts and math open-ended problems; develop and distribute related lists; arrange for facilities and organize materials needed for scoring sessions.
  - Present testing information to parent and community groups as needed.
  - Coordinate communication between school sites, parents/guardians, and the community.
  - Operate office equipment including a microcomputer, terminal, typewriter, copier and operate various software applications to store and retrieve data.
3. Manage all aspects of 504, including the planning and scheduling of timely initial meetings, updates, trainings and evaluations.
4. Develop, implement, and continually and effectively manage:
  - Counselor calendar
  - Data sources for assessing data-driven needs and strengths of counseling and PBIS using SWIS and/or SchoolWise Data.

- Guidance Curriculum: academic, career, personal/social counseling; Work with School nurse to provide Family Life Curriculum and develop calendar for lessons with teacher input.
5. Actively support and organize PBIS as a team leader. Attend all PBIS meetings and facilitate or co-facilitate meetings or trainings. Support use of SWIS data entry and use of data.
  6. Assist as necessary with registration for various counties where Alpine students are in attendance. Evaluate transcripts for placements among all schools; review report cards/credits/GPAs as needed.
  7. Prepare for and advertise parenting classes; meet with parents of at-risk students; Coordinate, manage, collect and report data/oversee all aspects of supporting homeless children according to the McKinney-Vento Homeless Assistance Act: Education of Homeless Children and Youths. [http://www.naehcy.org/dl/m\\_v.doc](http://www.naehcy.org/dl/m_v.doc)
  8. Provide PSAT, SAT, and ACT for college bound students or coordinate state and college testing for all students; Post available scholarships appropriate classrooms
  9. Plan and organize Career awareness activities; Help to coordinate and prepare for graduation or certificate of completion activities for students at Diamond Valley, CDS and Opportunity.
  10. Plan K-12 transitions and attend transition IEP meetings in all districts where Alpine students are in attendance.
  11. Maintain ethical practice for counselors as identified in California Education Code.
  12. Co-plan and support Warrior Hawk events, family groups, and activities. Develop lessons to support Warrior Hawk Honor Cod of Conduct.
  13. Support School Safety and Violence Prevention (Carl Washington School Safety and Violence Prevention Act of 1999: AB 1113.)

### **NON ESSENTIAL FUNCTIONS:**

1. The school counselor may perform other counseling duties as assigned by the principal.
2. Attend conferences at the County and State levels to keep current with compliance and State regulation issues for State-mandated testing; consult staff regarding compliance with State regulations.
3. Attend evening school events.
4. Write "counseling corner" for Diamond Digest as needed.
5. Plan and organize annual Care and Share.

### **ENVIRONMENT/WORK CONDITIONS:**

- **Location:** Work is performed 90% within the school classroom setting, 10% in an outdoor educational setting: recess, walking, and field trips.
- **Hazards:** Working with active young children, trip hazards, and slippery surfaces.
- **Equipment Used:** General office and classroom equipment, computer, audio-visual equipment, 10-key, copier.
- **Safety Equipment:** None required.

### **ESSENTIAL FUNCTIONS:**

*(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)*

#### PHYSICAL

- **Standing/Walking:** Frequently; throughout work shift while performing classroom duties, including recess supervision, field trips.
- **Sitting:** Occasionally; while performing classroom duties at low tables assisting students.

- **Lift/Carry:** Frequently; 1-15 pounds; classroom instructional materials, books, binders, paperwork. Occasional lifting 16-35 pounds, books and materials, assisting students and moving equipment.
- **Bending/Stooping:** Frequently; at knees/waist/neck while providing one-to-one student services or retrieving items from lower shelves.
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 10-30 pounds while assisting students, moving furniture and equipment and opening doors, etc.
- **Climbing/Balancing:** Seldom, using stepladder in classroom; maybe stairs at some locations.
- **Kneeling/Crouching/Crawling:** Occasionally; kneeling may be required while assisting students in physical activities. Crouching/crawling not required but may choose to get in these positions with children for activities.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.

#### MENTAL

- Constant mental alertness required in supervising activity of assigned student to anticipate behaviors of student and maintain safe, educational environment.
- Must possess necessary communication skills, written and oral, to complete assignments.
- Must be able to read, write speak English; possess interpersonal skills to work well with various types of students, parents and staff.
- Must be able to adapt to work pressures that can include frequent interruptions, multiple tasks and maintaining daily schedule of activities.
- Must be able to work independently with assigned student and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and set appropriate behavioral model to assigned students.

School Board Approved: 06/19/12, 06/18/13