

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Certificated Position Description

Title:	School Counselor	Reports to:	School Site Administrator
Department:	School Site	Classification:	Certificated
FLSA:	Exempt	Work Year:	Teacher Work Year Plus Twelve (12) Days
Board Approval:	June 27, 2006	Salary:	Pupil Personnel Services Salary Schedule

SUMMARY DEFINITION:

Under the supervision of the school site administrator, provide counseling, support and outreach to assist students to meet competencies in the areas of academic, social-emotional, and career development.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Collaborate with administrators, staff, parent/guardian, and School Resource Officer in working with students experiencing attendance, behavior, academic and/or social adjustment challenges. **E**

Monitor all student academic progress and provide appropriate intervention to achieve school success. **E**

Help students make the transition from school to school, school to work, or school to higher education and/or career/ technical training. **E**

Attend student conferences, Individual Education Plan (IEP) meetings, Student Success Team (SST) meetings, 504 meetings, SARB meetings, etc. as assigned. **E**

Provide personal, guidance, and/or crisis-intervention counseling to students. **E**

Provide college/career class presentation where appropriate. **E**

Work with students to develop coping skills to manage stress, anger, and pressure, to develop tolerance for diversity, and to resolve conflicts creatively and nonviolently. **E**

Assist students in developing healthy and positive relationships with peers and adults. **E**

Provide support, outreach, and resources to families of students having social and emotional challenges, e.g. divorce, depression, substance abuse, eating disorders, etc. **E**

Assist students in acquiring knowledge and skills to plan and achieve career goals, e.g. interest inventory, career center, career fairs, college/technical advisory, etc. **E**

Educate students in employment readiness including attitude, aptitude, education and specific skills needed where appropriate **E**

Attend meetings, professional development workshops, and in-service programs that support student success. **E**

Perform related duties as assigned. **E**

School Counselor

QUALIFICATIONS:

EDUCATION AND EXPERIENCE/ Credential:

California Pupil Personnel credential with authorization in Counseling. Assessment, referral and support services for crisis intervention: drug and alcohol abuse; as well as long term/short term counseling and family counseling; or equivalent experience. Experience in counseling with children and teenagers.

Desirable:

An earned Master's Degree or advanced degree of at least equivalent standard. License or training in area (s) of, Marriage and Family Therapy (MFT), Licensed Clinical Social Worker (LCSW), or Clinical Psychologist. Experience in community outreach, including public speaking.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Academic standards and testing competencies.
- Academic intervention techniques and strategies.
- High school graduation requirements and college application and academic requirements.
- Theory and practice of personal and guidance counseling.
- Strategies to manage stress, anger, and pressure.
- Conflict resolution skills and strategies.
- Crisis intervention techniques and strategies.
- Oral and written communication skills, including computer skills (e.g. student information software and e-mail).
- Career pathways or domains.

ABILITY TO:

- Establish and maintain cooperative and effective relationships with students, staff, and parents.
- Work positively and productively with adolescent and teenage youngsters.
- Communicate effectively both orally and in writing in English.
- Work effectively with referral sources and outside agencies such as school personnel, mental health, probation officers, police.
- Operate a computer to perform job functions.

WORKING CONDITIONS:

Environment: School office and general school campus environment; visiting classrooms, student homes, outside agencies.

Physical Abilities: Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and interpret documents and to operate a computer; sitting or standing for extended periods of time; dexterity of hands and fingers to operate computer; kneeling, bending at the waist and reaching overhead, over the shoulders and horizontally to retrieve and store files and supplies; walking over rough or uneven surfaces to visit classrooms, offices, or outside agencies.

APPROVALS:

Roberta Silverstein
Assistant Superintendent, Human Resources

Date

Robert Kessler
Superintendent

Date