

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Certificated Position Description

TITLE:	Student Support Counselor
WORK YEAR:	Teacher Work Year Plus Twelve (12) Days
REPORTS TO:	School Site Administrator
SALARY:	Pupil Personnel Services Salary Schedule
BOARD APPROVAL:	January 11, 2000

SUMMARY DEFINITION: Under the supervision of the school site administrator, provides counseling, support, and outreach to assist students to develop positive relationships, resolve conflicts, and to learn effective social skills.

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 position, but is intended to accurately reflect the principal job elements.)

1. Conducts initial interviews with students to assess problems or concerns.
2. Provides personal and/or therapeutic counseling for individuals and student groups.
3. Assists administrators and staff in working with students experiencing attendance, behavior, and social adjustment problems.
4. Works with students to develop coping skills, tolerance for diversity, and to resolve conflicts creatively and nonviolently.
5. Assists students with strategies to manage stress, anger, and pressure.
6. Assists students in developing healthy and positive relationships with peers and adults.
7. Helps students to avoid or recover from problems with depression, substance abuse, eating disorders.
8. Provides support and outreach to families of students having social and emotional difficulties.
9. Provides crisis intervention counseling.
10. Participates in meetings, workshops, and inservice programs that support student success including SARB and the School Resource Officer program.
11. Attends Individual Education Plan (IEP) meetings, Student Success Team (SST) meetings, 504 meetings, etc. as assigned.
12. Consults with and assists school and district staff and representatives of community agencies and organizations in matters affecting the welfare of students.
13. Documents and submits log of counseling contacts and services provided for students.
14. Performs related duties as assigned.

QUALIFICATIONS:

Education and Experience/Credential:

Minimum:

California Pupil Personnel credential with authorization in Counseling. Drug and alcohol abuse treatment experience, as well as experience in crisis intervention, long term/short term counseling and family therapy 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 MFCC, LCSW, or Clinical Psychologist. Experience in community outreach, including public speaking.

Knowledge and Abilities

Knowledge of:

- Theory and practice of personal and therapeutic counseling.
- Strategies to manage stress, anger, pressure.
- Conflict resolution skills and strategies.
- Crisis intervention techniques and strategies.

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, probation officers, police.

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; sitting or standing for extended periods of time; dexterity of hands and fingers to operate computer; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; walking over rough or uneven surfaces to visit classrooms, offices, or outside agencies.

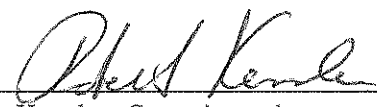
APPROVALS:



Kathleen Goldman, Deputy Superintendent



Date



Robert Kessler, Superintendent



Date