



SCHOOL COUNSELOR

DIRECTLY RESPONSIBLE TO

When on the school site, under the immediate direction of the site administrator. Also under the general supervision of the Coordinator of Learning Support Services.

PRIMARY FUNCTION

A counselor in Cajon Valley Union School District is responsible for enabling students to acquire District adopted grade level competencies in the areas of personal/social behaviors, adaptive behaviors, and career behaviors. The counselor also consults with teachers, administrators, and parents regarding effective strategies for dealing with problem behavior and for developing a positive learning environment for individual students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Counsels individual students to facilitate transition from home to school and to build positive attitudes, self-understanding, self-direction, and responsibility.
- Counsels groups of students to promote confidence and effective interaction, and to solve problems and make effective decisions.
- Consults with teachers to coordinate effective intervention plans to meet students' needs and to serve as a referral agent when needed.
- Consults with other school staff on curriculum development, testing, records, placement, grouping, promotion, student evaluation, screening of students, and providing information.
- Interprets the functions of counselors to students, teachers, parents, and the general public.
- Communicates with parents to maximize students' social and academic adjustment, explaining school policies, and assisting in parental understanding of child development.
- Interprets appropriate assessment data.
- Evaluates guidance program effectiveness to provide data for improving services.
- Participates regularly in student study team process to problem solve and coordinate services.
- Serves as a member of the site and district Crisis Team.
- Develops and/or presents age appropriate classroom and small group activities to enhance personal/social skills and to facilitate educational and career planning.
- Trains and supervises guidance assistants, volunteers, and interns, and coordinates their activities.
- Orients new students and conducts articulation activities which facilitate transfer from one school or educational level to another.
- Organizes programs for rewarding appropriate behavior, including attendance and improved classroom performance.
- Maintains effective records of student behavior in order to follow through with needed services.
- Designs and presents in-service activities for the guidance staff and other school professionals.
- Maintains a high level of professional development by attending conferences, implementing activities based on current research, and disseminating successful strategies to professional colleagues.
- Supervises the development and maintenance of the Student Support Center, including the selection of appropriate materials and activities.
- Serves in various capacities at the school or the district level when required, such as providing in-service, reporting to the Governing Board, and participating on school or district committees.

JOB REQUIREMENTS

Must hold a currently valid California Pupil Personnel Services: School Counselor credential.

Personal/Professional Qualifications

Above average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and performance of the individual. Possess mature judgment and ability to exercise individual initiative. Ability to demonstrate empathy with parents and students. Ability to communicate effectively and work cooperatively with the public, administration, students, teachers, and fellow employees.

SALARY

In accordance with the Certificated Educators' Salary Schedule