

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COUNSELOR

BASIC FUNCTION:

Under the direction of a Principal or Vice Principal, provide counseling and guidance services to students; provide students with information, assistance and advice concerning educational and career opportunities; identify and counsel students with special needs and behavioral, social and school adjustment problems; make referrals to other community resources, support groups and social service agencies as appropriate.

ESSENTIAL FUNCTIONS:

Provide individual and group guidance counseling to students; confer as needed with parents, teachers and others regarding student needs including school achievement and behavior.

Provide students with information, assistance and advice concerning educational and career opportunities; assist students with making decisions concerning educational and career opportunities; review student transcripts for four-year planning.

Identify and counsel a variety of students with special needs including truants, potential dropouts, special education and GATE students, academically deficient individuals and students with social or behavior problems; develop educational goals for students with high risk behavior.

Provide counseling to families to assist students with school and social adjustment problems; conduct home visits as appropriate; provide crisis counseling services as needed.

Refer students to social service and governmental agencies, support groups and other community resources as appropriate; consult with law enforcement agencies regarding students as necessary.

Develop and present parent and student workshops for low achieving students.

Serve as liaison to other agencies, students, school personnel, families and community organizations; maintain relations between school, the community and community services; respond to inquiries and provide information.

Train and provide work direction and guidance to assigned staff; assign and review the work of staff.

Prepare records and reports related to the assignment; prepare letters to parents, progress reports, referrals and related documents.

Maintain current knowledge of community resources and recent trends in counseling techniques.

Communicate with District personnel, school staff, parents, students and public agencies regarding student placement, referrals, services and related issues.

Proctor a variety of tests and assist teachers with the testing process as directed.

Coordinate counseling and conflict mediation groups to enhance student communication skills; provide crisis counseling as needed; consult parents concerning students with social or behavior problems.

Utilize diagnostic and assessment procedures as appropriate; gather, organize and interpret data regarding students to teachers and parents.

Prepare and deliver oral presentations as requested; attend and participate in a wide variety of meetings, conferences and seminars.

Operate a variety of office equipment including a computer and assigned software.

Prepare and teach curriculum units as assigned.

Chaperone a variety of school events such as games and dances.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective personal and academic counseling techniques and procedures.

Counseling theory, ethics and associated legal confidentiality requirements.

Principles, practices and procedures of educational and career counseling.

Specific laws regarding minors and child abuse reporting.

Applicable sections of the State Education Code and other applicable laws, rules and regulations.

Curriculum and promotion requirements.

Normal and abnormal child behavior and development.

Behavior modification techniques and strategies.

Student assistance programs.

Community referral resources.

Principles of training and providing work direction and guidance.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report preparation techniques.

Operation of office equipment including a computer and assigned software.

Oral and written communication skills.

Public speaking techniques.

ABILITY TO:

- Provide counseling and guidance services to students.
- Provide students with information, assistance and advice concerning educational and career opportunities.
- Identify and counsel students with special needs and behavioral, social and school adjustment problems.
- Make referrals to other community resources, support groups and social service agencies as appropriate.
- Assess student needs and develop viable plans and alternatives.
- Plan, prepare and conduct individual and group counseling sessions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of applicable laws, codes, rules and regulations.
- Set limits and personal boundaries for students.
- Train and provide work direction and guidance to assigned staff.
- Prepare and deliver oral presentations.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and prepare various reports.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain consistent, punctual and regular attendance.
- Sit or stand for extended periods of time.
- Hear and speak to exchange information and make presentations.
- See to read a variety of materials and monitor student behavior.
- Move hands and fingers to operate a computer keyboard.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in psychology, social work or related field and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Pupil Personnel Services Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment.
Constant interruptions.

HAZARDS:

Potential exposure to volatile and emotional individuals.