

**Job Title:     SCHOOL COUNSELOR**

**Definition:**

Under the supervision of the Director of Student Services and direction of the Site Administrator, the School Counselor will provide counseling support services, specialized assistance and intervention to students, families, and staff of the Lancaster School District. The School Counselor will implement programs and activities that address elements of prevention, intervention, and treatment that promote academic, personal, behavioral, and social development of students.

**Distinguishing Characteristics:**

The School Counselor assists the site administrator and school psychologist in the design, implementation, and supervision of the positive behavior intervention support system; school safety plan; positive school climate strategies; student engagement monitoring plan; and crisis response plan to facilitate a positive, safe and secure school environment to improve social-emotional and academic outcomes for all students. The School Counselor provides school wide and individual student behavioral and social emotional supports for both General Education and Special Education students.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Participates as a lead member of the Positive Behavior Intervention Support System team to maximize student engagement and success for all students. Assists in student behavioral support by assisting teachers in maintaining a positive learning environment in the classrooms.
2. Plans jointly and collaborates with site and district staff in the development and implementation of preventative programs and supports (e.g., small group counseling and teaching of adaptive coping skills), including delivery of Special Education services as determined by IEP or 504 process, and direct delivery of DIS counseling services.
3. Provides individual and group counseling services for students. Effectively monitors student progress using data collection methods evidenced through proper documentation.
4. Assesses the learning and social emotional needs of students identified as at-risk using a variety of resources and methods, and develops plans to address those needs.  
Recommends and arranges referrals, placements, and services for students within the scope of specialized district programs in consultation with the site administrators, parents, psychologists, community agencies, and directors of special district programs.
5. Develops, coordinates, and supervises programs and activities which focus on creating a positive school climate to improve student, family and community engagement; build positive adult-student relationships; and assure school safety.
6. Develops, implements, and monitors behavioral intervention plans and counseling goals, and makes data-based decisions to facilitate positive student outcomes, for students who have social, emotional, behavioral, and/or academic needs.

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7. Conferences with students, teachers, parents, support staff, and community agencies regarding student needs including school achievement, personal, behavioral, and social development. Consults, coordinates, and makes referrals to community agencies, support groups, and other community resources as appropriate.
8. Provides assistance to families with school and social adjustment problems; conducts home visits as appropriate. Collaborates with law enforcement, mental health, and family service agencies in cooperatively attempting to remedy student needs.
9. Provides direct support to students and staff in crisis situations (such as suicide threats, child abuse, legal offenses, pregnancies, narcotics, and assaults) which occur or are discovered in the school setting, acting upon request of school administrators and working with parents, legal authorities, medical doctors, and others concerned.
10. May participate in Student Study Team meetings and parent-teacher conferences.
11. Organizes, prepares, and delivers training and workshops for teachers and parents to assist in meeting student needs.
12. Assists with student attendance concerns through addressing barriers to learning (e.g., nutrition, sleep, and other health and self-care issues); develops and supports individual and school-wide plans and programs to promote improved student attendance.
13. Keeps case records and provides summaries or written referrals to appropriate agencies. Prepares reports, documents, and other forms of correspondence to support counseling services for students and their families.
14. Keeps well informed on regulations and laws dealing with youth and or current policies and procedures of all community mental health and social agencies. Attends professional development and in-services provided or required by the district.
15. Follows professional codes of ethics and legal mandates while maintaining current knowledge of laws affecting the delivery of student services.
16. Performs other duties as assigned.

**Minimum Knowledge, Skill and Ability:**

- Write Individual Counseling Plans
- Communicate effectively with individuals of diverse socio-economic and cultural backgrounds
- Read, interpret, apply and explain laws, regulations, policies and procedures applicable to school counseling and the Lancaster School District
- Use Standard English grammar and pronunciation
- Understand and follow oral and written directions
- Maintain confidentiality of records and information
- Work independently with limited direction
- Maintain accurate record keeping
- Maintain appropriate/professional interpersonal relationships with staff, students and families
- Have flexible work hours (i.e., evening meetings, home visits) as needed

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- Operate basic office equipment including a word processor
- Work harmoniously with school personnel, supervisors, parents, students, outside agencies, and the community

**Training and Experience**

- Valid Pupil Personnel Services Credential authorizing service in School Counseling or School Social Work and Child Welfare and Attendance
- Masters degree in Counseling, Social Welfare or other related field
- Extensive knowledge of child development, academic and social issues related to school-age children
- Experience in individual and group counseling of school-age children
- Demonstrated effective leadership involving increasing levels of responsibility
- Current First Aid/CPR Certificate

**Desirable Qualifications:**

- Bilingual (Spanish)
- Teaching experience

**Physical Requirements and Working Conditions:**

- Physical and mental fitness to engage in counseling services
- Requires vision (which may be corrected) to read small print
- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Is subject to inside and outside environmental conditions
- May be required to take and pass a physical examination
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- Must have a valid California driver's license and evidence of insurance
- Utilizes own vehicle for transportation as needed
- May be required to work evenings and weekends
- Must secure NCI certification within the first 3 months in the position.

**PHYSICAL REQUIREMENT INFORMATION**

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking		X	
Bending (neck)	X		

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Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	<b>Lifting</b>			<b>Carrying</b>		
	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X		X		
26 – 50 lbs.		X		X		
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data		X	
Organize			X
Write			X
Plan			X
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer		X	
FAX Machine	X		
RADIO	X		