

SCHOOL COUNSELING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district and involves responsibility for assisting professional staff in working with students and their families in resolving attendance, learning, behavioral, or other special educational related problems. The incumbent is responsible for making home visits to students and their families to establish rapport, obtain and relay information on students' standing, and make referrals to community service agencies where appropriate. The work is performed under the general supervision of higher level professional staff. The incumbent does related work as required.

EXAMPLES OF WORK: (illustrative only)

- Makes home visits to ascertain reasons for student absences and discusses school requirements in this regard;
- Visits new families in school district to welcome them and explain school program;
- Makes home visits to discuss student's performance and offers guidance and instruction in areas of improving personal hygiene, health care, and parenting skills;
- Refers families of students to community agencies for services where appropriate and may accompany family on first visit;
- Maintains contact with community resource agencies including Family Court to keep abreast of services offered and progress of students and families referred for services;
- Participates in student-teacher conferences;
- Confers regularly with school psychologist, counselors, and administrators and reports on contact with students and families;
- May participate as part of a team in determining child's readiness for kindergarten and early school placement;
- Prepares a variety of related reports, records, and evaluations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of personal and social adjustment problems and needs of children and adolescents; good knowledge of child development and behavior; good knowledge of community resources and agencies which provide social services and assistance; good knowledge of interviewing practices and techniques; ability to establish and maintain good working relationships with youth and their families and secure their trust; ability to communicate effectively both verbally and in writing; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (either)

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in psychology, social work, counseling, child development, education, or closely related field and one year of experience in a human services agency working with youth; or
- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in psychology, social work, counseling, child development, education, or closely related field and three years of experience in a human services agency working with youth; or
- C. Any equivalent combination of training and experience as defined by the limits of A. and B. above.