Oak Grove School District

JOB DESCRIPTION

I. TITLE OR CLASSIFICATION

Intermediate School Counselor

II. POSITION DESCRIPTION

The Intermediate School Counselor shall act as an advocate for the individual needs of all students, as it pertains to adjustment, educational and developmental progress. He/She is responsible to the Building Principal for implementation of the guidance program and is a liaison to the Director of Special Education for the coordination of guidance services in the district.

A. Major Duties and Responsibilities

1. For Children
   To provide counseling services and developmental guidance activities designed to maximize their educational opportunities and experiences.

2. To Parents
   To be a resource person to parents and be a liaison between school and parents.

3. To School/Staff
   To facilitate communication between students, parents, and teachers and to provide information when appropriate.

4. To District
   To keep appropriate district personnel informed concerning students with special needs and problems and to work jointly with them in carrying out pupil services.

5. Other Duties and Responsibilities
   To participate in student and community activities when opportunities arise.
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B. Specific Responsibilities (Subject areas, etc., if applicable)

1. Provide individual and group counseling services to students…i.e., crisis counseling and developmental counseling in regard to school adjustment, social-emotional adjustment, and home adjustment.

2. Provide individual and group counseling services and consultation to parents and families…i.e., interpersonal and family relationships; communication.

3. Assess and evaluate situations involving child abuse, incest, pregnancy, neglect, runaways, drug abuse, law violations, etc., which require professional judgments, recommendations, and appropriate action.

4. Maintain current knowledge of and provide information about community resources to students, parents, families, and staff. Initiate referrals to appropriate social and mental health agencies.

5. Maintain liaison with personnel from governmental and social agencies. Interpret the program of the school and district to professional and law enforcement personnel having clientage or jurisdictional interest in specific pupils.

6. Facilitate communication between students and teachers and between parents and teachers through originating and conducting conferences.

7. Plan jointly with administrators, teachers, and district staff members for the educational programming of students; identify special needs of students and develop programs to meet these needs.

8. Register, schedule and provide orientation for sixth grade students and students new to the school.

9. Assist in the referral of students for special services…i.e., psychological, health, speech, ESL, tutoring; initiate case conferences involving support personnel.
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10. Provide coordination for special education programs... i.e., Learning Disability, Educable Mentally Retarded, Extended Learning, Mexican-American Tutorials, English As a Second Language, etc.

11. Supervise student records...i.e., class schedules, grades and report cards, cumulative folders, confidential files, Cal-guidance records, etc.

12. Administer and interpret standardized achievement and intelligence tests.

13. Be available for and provide classroom demonstrations as requested pertaining to communication skills and social functioning.

III. ORGANIZATIONAL RELATIONSHIPS
(Make a note of any mixed or shared responsibility for supervision and evaluation.)

A. Supervised by: Principal and Director of Special Education

B. Evaluated by: Principal

IV. MINIMUM QUALIFICATIONS

A. Possess a valid Pupil Personnel credential

B. A Master’s Degree is desirable.

C. Prior counseling experience and/or counseling practicum in a graduate program is desirable.

V. SPECIAL CONDITIONS OF EMPLOYMENT (When applicable)

A. The work year is the same as the teachers’ plus 15 days.

B. Workday is the same as teachers’ in the school.

C. Workweek is the same as teachers’.

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D. Vacation schedule is same as teachers’.

E. Tenure—after probationary period of three years, tenure applies only as a classroom teacher.