

**Linden Unified School District**  
Classification Specification

**Teacher on Special Assignment (Counselor)**

**Classification:** Certificated

**Salary Range:** Certificated Bargaining Unit Salary Schedule

**Work Year:** 186 Days

**FLSA Status:** Non-Exempt

**Board Ratified:**

**OVERALL RESPONSIBILITY:**

Under the direction of the Assistant Superintendent for personnel and curriculum, site administrators combine teaching responsibilities and counseling services for all elementary sites. with 7<sup>th</sup> and 8<sup>th</sup> grade students.

**SPECIFIC RESPONSIBILITIES:**

Responsibility to:

- Provide individual counseling to students.
- Monitor and document student progress towards graduation
- Meet quarterly each trimester with at-risk academically at - risk students at Waverly, Glenwood and Waterloo school sites and communicate student progress with parents
- Facilitate interventions, Participate in SST's and 504's as needed
- Provide counseling support to families as related to school issues
- Coordinate efforts with other guidance personnel and community agencies
- Participate in school site team meetings, staff meetings, District crisis team and other meetings called by administration
- Provide group-counseling programs such as conflict resolution, anti-bullying, friendship/support groups
- Teach postponing sexual involvement classes at Waverly, Glenwood and Waterloo
- Other duties as assigned

**QUALIFICATIONS**

Minimum Requirements:

Education: Holds the appropriate, valid California credentials:

- Pupil Personnel Services Credential
- Professional Clear Teaching Credential

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of their assignment.

Reasonable accommodations to perform the essential functions of the position with or without the use of aids may include, but not limited to:

- Sufficient vision to read print.
- Sufficient distance vision, peripheral vision, and the ability to focus.
- Sufficient depth perception.
- Sufficient color acuity.
- Sufficient hearing to hear verbal direction.
- Sufficient hearing to hear normal conversation in person and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood in the classroom setting, in face-to-face conversations, on the telephone and in other forms of communication.
- Ability to reach horizontally and vertically with arms.
- Sufficient dexterity to manipulate small objects and print or write legibly.
- Sufficient physical ability, strength, mobility and stamina to climb, bend, stretch, stand, kneel, walk, stoop, extend legs, and stamina to lift, carry, push or pull objects which weigh 20 pounds.

Note: The district is an equal opportunity employer and will comply with the Americans Disabilities Act.

**WORK ENVIRONMENT:**

Classrooms and general school campus environment.