

## **MIDDLE SCHOOL COUNSELOR**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the supervision of the Director of Curriculum and the school site principal will provide counsel to students both individually and in groups for the purpose of helping them in achieving self-understanding and self-respect, in meeting the demands of interpersonal relations and school expectations, and in setting goals and meeting achievement levels appropriate to those goals. Acts as a liaison between teacher, parents and students, assists in the establishment and maintenance of good community-school public relations, and performs other counselor-related activities as required.

### **ESSENTIAL JOB FUNCTIONS:**

- Adjusts, as needed, student class schedules to meet the needs of individual students.
- Counsels with teachers, parents and students regarding individual student's progress and assist in developing success in student academic, social, and emotional performance.
- Arranges and participates in conferences with parents and teachers.
- Makes home phone calls and visits homes regarding students.
- Refers students and parents to appropriate social agencies when needed.
- Assists in the development and implementation of school codes of behavior.
- Identifies, monitors, and counsels student who are at academic, social, or emotional risk.
- Communicates with parents and teachers of students at academic, social, and emotional risk.
- Provides educational, behavioral, attendance, career, and personal/social development counseling to ensure opportunities for students.
- Maintain confidentiality within the scope of the law.
- Participates in the RTI/SST process.
- Assists in student recognition programs.
- Collaborates with high school counselors.
- Keeps documentation of counseling sessions and student's goals.
- Assumes other duties as assigned.

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties.
- Ability to follow oral and written directions.
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally.
- Possess a valid and appropriate California State Driver's License.

### **KNOWLEDGE OF:**

- Current testing, instructional and curriculum practices
- District policies and procedures
- General record keeping practices
- School rules and safety procedures
- Student assessment strategies
- State teaching and curriculum standards

**SKILL AND ABILITY TO:**

- Plan, organize and assist with student reviews for students with active Individual Education Plan (IEP)
- Work effectively with students, staff, parents and District personnel.
- Analyze assessment data.
- Communicate effectively with students, parents, staff and the general public
- Assess and prescribe according to student academic needs.

**WORKING CONDITIONS:**

- Office environment
- Driving a vehicle to conduct work

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time.
- Reach in all directions.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop.
- Write legible reports.
- Read notes, memos and printed material.
- Speak clearly and communicate effectively.

**EDUCATION AND EXPERIENCE:**

A Bachelor's degree, including all courses needed to meet credential requirements. A valid Pupil Personnel Services Credential is required. A valid California Teaching Credential is desirable.

**WORK YEAR:**

185 days

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**