Oak Grove School District

JOB DESCRIPTION

I. TITLE OR CLASSIFICATION

School Liaison/Counselor

II. POSITION DESCRIPTION

The School Liaison/Counselor shall act as an advocate for all youth and their families (specifically our Hispanic population). He/she shall be responsible to the Building Principal and the Director of Student Services.

A. Major duties and responsibilities

1. For Educationally Disadvantaged Children

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

2. To Parents of Educationally Disadvantaged Children

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 educationally disadvantaged students and to work jointly with them in carrying out student services.

5. Other Duties and Responsibilities
School Liaison/Counselor

B. **Specific Responsibilities** (As related to Educationally Disadvantaged Students)

1. Provide individual and group counseling services to students, i.e., conflict resolution, 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 of educationally disadvantaged students.

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

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 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, conducting, and maintaining conferences, newsletters and career center.

7. Plan jointly with administrators, teachers, and District staff for the educational programming of students; identify these students, and keep a current, confidential list of these students while developing programs to further educational growth.

8. Participate as a member of the Child Study Team for students who have been referred to the Special Education Department.

9. Provide articulation with high school.
10. For students with greatest academic need: monitor and modify level placements, interview new enrollees, and communicate information to school staff. Assist summer school for non-pass minimum proficiency students.

III. ORGANIZATIONAL RELATIONSHIPS

A. Supervised by: Director of Student Services

IV. DESIRED QUALIFICATIONS

1. Recent experience in organizing and implementing student selection and scheduling.

2. Demonstrated ability and experience in working with students and families in crisis.

3. Familiar with attendance procedures.

4. Bicultural and/or Bilingual or a major or minor in a language other than English.

5. Recent experience as a school/community liaison and resource counselor.