

## **JOB DESCRIPTION**

**TITLE:** Counselor, K-5

**CERTIFICATED/CLASSIFIED:** Certificated

**REPORTS TO:** Site Administrator and Director of Pupil Services/Special Education

### **DESCRIPTION:**

Under the general direction of the Director of Pupil Services/Special Education, the K-5 Counselor works under the direct supervision of the school principal at the assigned site. Counsels students individually and in groups for the purpose of helping them to: (1) achieve self-understanding and self-respect; (2) meet the demands of interpersonal relations in school expectations; (3) set goals and meet achievement levels appropriate to those goals. Serves as liaison between teacher, parents and students. Assists in the establishment and maintenance of good community school public relations. Performs all other duties as assigned.

### **PERFORMANCE RESPONSIBILITIES:**

- \* Providing one-on-one counseling on a limited basis in crisis situations.
- \* Providing group counseling for students on topics such as social skills development, self-control, self-esteem, coping strategies, and problem-solving skills.
- \* Serving as a resource to parents by making referrals to appropriate community resources, and providing parent education on topics such as parenting skills and study skills.
- \* Serving as a resource to classroom teachers in areas related to behavior adjustment and classroom performance through such techniques as consultation, classroom instruction, and facilitation of classroom meetings.
- \* Serving as a member of the school's Student Study Teams to facilitate referrals and providing intervention strategies.
- \* Providing after-school and evening services as appropriate.
- \* Providing outreach activities such as articles for parent newsletters, presentations to groups such as the School Site Council and Parent Faculty Associations.
- \* Providing alternative activities for students such as peer assistance, a lunch time game room, extended day to facilitate study skills and responsibility, "newcomer's club," and similar activities.
- \* Performing other duties as mutually agreed upon by the Director of Pupil Services/Special Education and the school principal.

**QUALIFICATIONS:**

- \* pupil personnel services credential with authorization in counseling
- \* masters degree preferred

**TERMS OF EMPLOYMENT:**

- \* work year as per collective bargaining agreement
- \* placement on the certificated salary schedule