

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

JOB TITLE: School Counselor

DESCRIPTION OF BASIC RESPONSIBILITIES:

The School Counselor shall be the liaison between the students, parents, staff and resources of the school and community. School counselors provide students support in three major domains: academic, social-emotional and college and career readiness. School counselors will provide a continuum of behavioral, academic, and mental health interventions and collaborate with colleagues as part of the site's Multi-Tiered System of Support (MTSS) Team.

SUPERVISOR: Site Administrator, Director of Educational Services or Designee

MAJOR DUTIES & RESPONSIBILITIES

- Support and crisis counseling for individuals and small groups of students serving as the first line for on campus crisis intervention as well as a referring agent for continuing counseling when indicated;
- Provide individual counseling and group counseling services to students that require the support to address behavioral, social emotional, mental health or other personal challenges. School Counselors also support students at-risk of becoming LTEL, being suspended, or expelled from school.
- Serve as a conduit to other services and agencies inside and outside the system which have the capability of providing services at the level and intensity needed;
- Collaborate with teachers and school staff to develop strategies to support students and families experiencing various challenges.
- Help coordinate school clubs and programs that promote a positive school climate.
- Coordinate and/or facilitate presentations and provide feedback to staff on topics such as trauma-informed practices, suicide prevention, social emotional learning, early childhood and pre-adolescent development, etc.
- Respond to concerns about students' personal, academic, discipline, and/or attendance-related issues and provide additional support services to students in need (i.e. Multi-Tiered Systems of Support (MTSS) Student Success Team (SST), 504 Plans, Student Attendance Review Team Meetings);
- Communicate and conduct parent meetings and trainings as appropriate
- Maintain appropriate student records and track necessary information such as counseling notes, parent outreach, interventions provided, etc.;
- Participate in early release days and other professional development opportunities;
- Work collaboratively with school staff and leadership using data to understand reform issues and work towards providing equitable access and opportunities for all students;
- Provide counseling to and facilitate individuals and small groups with at-risk students;
- Perform other duties as assigned by the principal;

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of counseling objectives, principles and procedures appropriate to age group;
- Knowledge of elementary and/or middle school school curriculum;
- Knowledge of Restorative Practices and PBIS;
- Ability to establish and maintain effective relationships with staff, students, parents, the public, and community agencies contacted in the performance of duties;
- Ability to speak and write effectively;
- Experience providing professional development specific to Trauma Informed Practices & Restorative Practices;
- Experience in case management, facilitating groups, and delivering school counseling interventions in a school setting;
- Excellent interpersonal skills, experience in working with multidisciplinary teams in an educational setting;
- Ability to organize time, energies and workloads efficiently;
- Multi-cultural competency

EDUCATION & EXPERIENCE

- California Pupil Personnel Services Credential
- Masters in School Counseling preferred
- Experience in a school setting preferred
- Experience in case management, facilitating student groups and crisis counseling
- Criminal Justice Fingerprint clearance
- Valid California driver's license
- Bilingual (English/Spanish) preferred

ESSENTIAL PHYSICAL CHARACTERISTICS:

With or without the use of aids: sufficient vision to read and interpret printed materials; sufficient hearing to hear a student's voice; sufficient capacity to speak in an understandable voice with sufficient volume to be heard in normal conversations; sufficient manual dexterity to write, use telephone and operate office equipment.