

DELANO UNION SCHOOL DISTRICT ACADEMIC COUNSELOR

JOB SUMMARY:

Under the direction of the principal or administrative designee, plans, organizes, and implements the counseling and guidance activities for services which address the academic and social-emotional needs of students and families. Emphasis will be on the successful transition of students from grades 5 to 9 with a special focus on students who are performing below their academic potential and/or are at-risk of not meeting graduation eligibility. Employee will be required to meet one-on-one with students and the parents/guardians at school and work closely with community agencies to promote district-wide (or school-wide) academic intervention and prevention programs.

REQUIRED QUALIFICATIONS:

1. Credential: Pupil Personnel Services credential required.
2. Education and Experience: Bachelor's Degree, including all courses needed to meet credentialing requirement. Three years teaching experience and/or counseling experience of working with middle school and/or high school students, and/or at-risk students in related field. Experience in developing and implementing prevention/intervention programs. Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated skills in communicating with diverse populations.
3. Personal Qualities: Better than average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment and counseling performance of the counselor. Demonstrated ability to apply and use effectively a variety of personal and family counseling models. Integrity and emotional maturity; interpersonal and organizational skills; leadership ability and the capacity to take initiative and work successfully as part of a team; commitment to positive, collaborative relationships with students, staff, parents and community; willingness to obtain additional training in areas related to job function, knowledge, abilities, and skills.
4. Other Qualifications: General knowledge of school programs, operations, and policies. Familiarity with community resources and agencies. Ability to communicate fluently in English and Spanish, or English and Filipino dialects is preferred.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Demonstrates a working knowledge of methods, materials and techniques used in counseling middle school age students.
- B. Meets with students individually and in groups to discuss academic, attendance, or conduct related problems, activities, solutions, etc.; counsels students and parents/guardians for the purpose of enhancing student success in school, addressing such topics as poor and failing grades, graduation requirements, assessment results, and setting and attaining educational goals.
- C. Meets, confers with, and counsels parents regarding at-risk student problems and activities; informs parents, guardians, and students if a student is in danger of failing to meet graduation requirements.
- D. Takes notes, prepares reports, and maintains files regarding counseling sessions with students and parents.
- E. Tracks, monitors and follows up on progress of students who are on counselor's caseload; monitors student records for the purpose of securing appropriate placement and meeting promotion requirements.
- F. Ability to plan and coordinate prevention/intervention programs for at-risk students related to district philosophy, goals, and objectives.
- G. Interprets and applies District, county, state and federal policies, regulations and laws relative to counseling.
- H. Ability to provide planned counseling activities that ensure that students gain their full potential for career and/or post-secondary choices.
- I. Coordinates prevention and intervention activities/programs with appropriate school-based staff and district office staff.
- J. Serves as a resource for prevention and intervention programs and consults/confers with school staff for the purpose of assisting students in achieving their educational and personal/social needs and goals.
- K. Serves as a liaison between parent and community, offering school-to-parent partnerships through various topic-related workshops.
- L. Coordinates and participates in various student orientation programs.

- M. Assists in the referral of students and families experiencing difficulties to community agencies for specialized services.
- N. Works closely with site administrators to develop a caseload of at-risk students with academic, attendance and/or conduct issues in order to provide adequate intervention services.
- O. Keeps record and submits a report each trimester to the Principal with the number and percentage of pupils who have been provided intervention services.
- P. Participates in various extracurricular school activities for the purpose of providing supervision and/or representing the school at such events.
- Q. Attends school district meetings, in-service programs, state training and educational programs in the area of prevention and education when appropriate.
- R. Participates in the evaluation process as it relates to prevention and intervention programs and activities.
- S. Effectively deals with site and District personnel, parents, and social and community service agencies in resolving student problems and concerns.
- T. Communicate effectively in oral and written form, and as required by the assignment; understand and carry out oral and written directions with minimal accountability controls.
- U. Help students evaluate their strengths, skills, and abilities, explore career choices, and develop decision making skills. Provide programs and support to students as they face increased pressures regarding high risk behaviors. Help enhance the learning process and promote academic achievement by helping students acquire positive social skills and values, set appropriate career goals and realize full academic potential to become productive, contributing members of the community.
- V. Perform other duties as assigned.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

- | | |
|---------------------------|--------------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51.75 |
| 2. Occasional = 25 – 50% | 4. Very Frequent = 76% & above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 2 b. Ability to stand and circulate for extended periods of time.
- 3 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 2 g. Ability to lift 10 lbs.
- 2 h. Ability to carry 10 lbs.
- 2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Participates in appropriate meetings involving counselors. Participates in meetings, trainings and other collaborative forums involving administration, school psychologists, school nurses, paraprofessionals, and other District staff.
2. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.
3. Effectively operates the student information computer software.
4. Prioritizes and schedules work; meets timelines and schedules.
5. Maintains and establishes appropriate confidentiality of materials.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of their responsibilities, duties and skills required of personnel so classified.

Board approved: _____