



JOB DESCRIPTION

Title: Counselor
FLSA Status: Exempt
Reports to: Resource Coordinator
Supervises: None
Date: July 2021

POSITION SUMMARY:

Under general direction, the Counselor applies expertise in mental, health, learning and behavior, to help students succeed academically, socially, behaviorally, and emotionally. The Counselor partners with families, teachers, school administrators, and other professionals to create a safe, healthy, and supportive learning environment that strengthens connections between home, school, and the community.

The Counselor provides direct support and interventions to students, consults with teachers, families, and other school administrators to improve school wide practices and policies, and collaborates with community providers to coordinate needed services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to the following:

- Conducts psychological and academic assessments and develops case studies of individual students to determine educational needs, learning characteristics, and social behavior relevant to educational placement and instructional planning; files such case studies in compliance with established policies and procedures.
- Interprets the finding of individual studies to Instructional Leaders, teachers, parents, students, and others directly concerned with the welfare of students.
- Facilitates training on interventions approach to education, target literacy, student progress monitoring, and data analysis.
- Participates in the process required by federal, state, and local regulation for identification placement, and review/re-evaluation of students with special needs; participates in and may act as a chairperson for such groups as the IEP and SST.
- Evaluates the results of tests in relation to the cultural, environmental, and language backgrounds of students.
- Assists in developing behavioral objectives for individual students and special class groups; suggests implementation strategies as appropriate; confers with teachers and parents regarding strategies for the solution of amelioration of individual learning or adjustment problems of students.
- Reduces inappropriate referrals to special education.
- Improves students' communication and social skills.
- Assess student emotional and behavioral needs.



- Provides individual and group counseling.
- Promotes problem solving, anger management and conflict resolution.
- Reinforces positive coping skills and resilience.
- Promotes positive peer relationships and social problem solving.
- Makes referrals to and helps coordinate community services provided.
- Assess diverse learning needs.
- Provides culturally responsive services to students and families from diverse backgrounds.
- Plans appropriate individualized Educational Programs for students with disabilities.
- Monitors and effectively communicates with parents about student progress.
- Prevents bullying and other forms of violence.
- Supports social-emotional learning.
- Implements and promotes positive discipline and restorative justice.
- Implements school-wide positive behavioral supports.
- Identifies at risk students and school vulnerabilities.
- Provides crisis provincial and intervention services.
- Helps families understand student's learning and mental health needs.
- Assists in navigating special education processes.
- Connects families with community service providers when necessary.
- Helps effectively engage families with teachers and other school staff.
- Collects and analyzes data on risk and protective factors related to student outcomes.
- Prepares presentations on certain issues.

Other:

- Performs other duties as assigned.
- Participates in mandatory all-staff meetings.

REQUIRED EDUCATION, EXPERIENCE, AND TRAINING

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- Bachelor of Arts degree from an accredited college or university with major course work in School Psychology, or a closely related field. (Required)
- Master of Arts degree from an accredited college or university with major course work in School Psychology, or a closely related field. (Required)
- Licensed Marriage and Family Therapist (LMFT) or Associate Marriage and Family Therapist (AMFT) (Required)
- BCBA certification (Highly preferred)
- Minimum of three (3) years of school psychologist and/or counselor experience. (Required)
- Bilingual in English and Spanish. (Required)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:



- Computers, computer commands, peripherals, and various operating systems.
- Variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Publisher, Google suite, and databases.
- Basic mathematical calculations.
- Methods of collecting and organizing materials, data, and information.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Applicable laws, rules, and regulations.
- Research methods.
- Data analysis, data quality, data cleaning, data extraction, and data validation tools.
- Data management and assessment policies and procedures.
- Report writing and statistical record-keeping techniques.
- Policies and objectives of assigned programs and activities.
- Modern office practices, procedures, and equipment.
- Data control procedures and data entry operations.
- Inventory practices and procedures.
- Growth and development of children and adolescents, learning theory, and mental health concepts.
- Applied Behavioral Analysis (ABA)
- Sensitive to, and understanding of, the unique differences and needs of disabled students and their parents.
- Understanding of the relationship between the educational programs as well as counseling and psychological services.

Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy.
- Troubleshoot hardware and software problems.
- Exercise independent judgment in correcting data errors or omissions.
- Work extended or irregular hours and willing and able to work both AM & PM shifts as needed.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.
- Maintain detailed and accurate records.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Learn, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of manual and automated records, reports, and files.



- Work independently with little direction.
- Communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Maintain a firm but a courteous attitude toward individuals.
- Communicate effectively with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Act with integrity, professionalism, models school standards of ethics, and maintain strict confidentiality.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.

Each of these essential tasks must be performed individually and unassisted by other persons, since this position requires the ability to work alone.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Potential hazards include contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT

Employees work outdoors and indoors in a busy and occasionally noisy environment and in direct contact with other school personnel and the public as a member of a team or alone while working.

Right to Revise:

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.