



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: SCHOOL COUNSELOR

WORK YEAR: 200 Work Days

REPORTS TO: Principal

EDUCATION AND EXPERIENCE:

- Master's degree
- Valid California Pupil Personnel Services credential authorizing services as a School Counselor
- Minimum of three years of successful teaching

PRIMARY FUNCTION:

The school counselor is a staff member who is professionally trained in guidance and counseling. Provides pupil personnel services to pupils, parents, staff and to the community. All services provided by the counselor are pupil centered and should include adequate educational, vocational, personal and social guidance for all students. The counselor should assist both students and teachers to understand, develop and provide those human relation experiences, which are involved in problems of adjustment. Counselors should provide data about students, which is necessary for developmental curriculum planning.

AREAS OF RESPONSIBILITY:

Interpret program

- Help with personal counseling
- Help students obtain information pertinent to future plans
- Work with staff: Confer with teachers to give and receive information about students programs
- Facilitate administration by interpreting and providing school programs to parents, follow-up information, working with community agencies and provide orientation to new students
- Facilitate other members of the pupil personnel team: Nurse, Special Programs teachers, Speech Therapists, Attendance, Psychologists

Counsel with parents:

- Arrange for appointment time and information
- Interpret student school behavior to parents and make suggestions about program, etc.

- Provide information regarding unsatisfactory work, student progress toward graduation, alternative programs, etc.

Counsel with groups:

- Educational information
- Vocational planning
- School orientation
- College representatives
- Social and personal adjustment
- Test Interpretation

Work as facilitator for students:

- From middle to high school
- From high school to college
- From high school to work

Work with the community:

- Vocational rehabilitation program
- Probation department
- County Welfare Department
- Law enforcement agencies
- Youth Service Team
- Family Service Association
- Youth Service Centers Curriculum, testing and research, records
- Other related functions as may be assigned

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach

- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations