



RIVERSIDE UNIFIED SCHOOL DISTRICT

**TITLE: COUNSELOR ON SPECIAL ASSIGNMENT (COSA) -
Pupil Services**

WORK YEAR: 200 Work Days (1 year temporary position)

EDUCATION AND EXPERIENCE:

- Pupil Personnel Services Credential
- Minimum of three years of successful counseling experience at the elementary or secondary level

PRIMARY FUNCTION:

The primary responsibility of the COSA for Pupil Services is to provide direct and indirect support services districtwide to students and their families who are experiencing difficulty with engagement . The Pupil Services COSA analyzes data, evaluates program success and ensures that the goals and objectives for the department are met. The COSA will assist in providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth.

AREAS OF RESPONSIBILITY:

- Collaborate with district and site leaders to ensure supplemental intensive support is provided to students at both the elementary and secondary level.
- Improve collective impact by working directly with site administrators, teachers, counselors, site contacts, and any existing service providers.
- Collaborate with site attendance staff to Identify students with chronic attendance.
- Analyze data to identify areas of strengths and areas for improvements and develop a plan to address needs
- Provide staff development in areas such as classroom management and culturally inclusive classroom climates using actionable, research-based strategies and practices.
- Provide professional development or training to sites upon request.
- Serve as a Liaison for Site Teams.
- Conduct home visits to engage families and students.
- Make presentations to different stakeholder groups to update program progress.
- Use the cycle of inquiry for a continuous improvement process.

- Attend all district meetings as directed.
- Progress Monitor the Expanded Learning Opportunity grant.
- Facilitate the documentation of interventions with Site Attendance Team members.
- Identify barriers to satisfactory student attendance.
- Other duties as assigned.

Ability to:

- Be a positive change agent with diverse groups across race, ethnicity, religion, gender, class, and sexuality
- Maintain professional and positive relationships with students, colleagues, administration and district personnel
- Coordinate activities with different stakeholder groups and facilitate productive partnerships and networks
- Utilize data management systems to access a variety of records and reports
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain confidentiality of sensitive information
- Prepare detailed and concise records, reports, and files
- Work independently with little direction
- Prioritize and complete multiple and competing tasks in a timely manner
- Operate a computer and job related equipment
- 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
- Ability to problem solve
- 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