

BUENA PARK SCHOOL DISTRICT

CLASS TITLE: ELEMENTARY COUNSELOR - ITINERANT

DEFINITION:

Under the direction of the Director of Special Services provide a comprehensive counseling and guidance program to elementary school students, reduce student behavioral referrals, consults and collaborates with administrators, teachers, parents, and staff to enhance their effectiveness of helping students, and provide support to all educational programs.

REPRESENTATIVE DUTIES:

- Performs individual and group counseling and guidance functions and activities, including social and emotional adjustment counseling.
- Collects, organizes, and analyzes student information through the use of educational historical data, test results, and through the use of interview techniques.
- Appraises student interests, aptitudes, and attitudes utilizing a variety of assessment strategies and techniques.
- Provides information and data to students concerning educational planning.
- Serves as a resource to site and district personnel, and members of various youth servicing agencies in developing alternative solutions to student educational, social, and emotional problems and concerns.
- Implements District/site behavioral management programs.
- Assists in the development and monitoring of individual education plans for eligible students.
- Maintains a liaison with social service and youth service agencies in pursuing referral follow up activities.
- Develops and implements a parent, or guardian, education component.
- Pursues evaluation and research activities to determine counseling and guidance effectiveness.
- Assists in identifying school program needs, and participates in developing school instructional programs geared to meet individual student needs.
- Establishes, maintains, and monitors the maintenance of a variety of files and records pertaining to student counseling, guidance, and related matters.
- Supports principals in dealing with student behavior management problems, and in resolving welfare and attendance problems and concerns.
- Plans, develops, and presents, as requested, a variety of management related reports pertaining to site counseling and guidance functions and activities.
- Initiates referrals to the Director of Student Services concerning home teacher, placement in special education, Section 504 or for special evaluation and counseling.
- Counsels students regarding attendance and makes recommendations to School Attendance Review Board (SARB).
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles, methods, techniques, strategies, and trends in educational, social, and emotional adjustment counseling.
- Applicable and appropriate interest and achievement appraisal instruments techniques, and procedures.
- Social, emotional, and behavioral characteristics of elementary age students.
- Program evaluation and research techniques, strategies, and procedures.
- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests.
- Section 504 Plan and individual education plans.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Technical aspects of field of specialty.
- District organizational operations, policies, and objectives.
- Diverse academic, socio-economic, cultural, disability, ethnic backgrounds of District students.
- Social service and youth service agencies in the local area.

ABILITY TO:

- Perform the essential duties of the job with or without reasonable accommodation.
- Assist students in effectively analyzing and developing alternative solutions to behavioral, educational, social, and emotional problems and concerns.
- Conduct, analyze, and effectively utilize a variety of individual and group testing procedures and instruments applicable to student clients.
- Effectively deal with site and District personnel, parents, social, and youth service agencies in resolving student problems and concerns.
- Effectively participate in the planning and implementation of school guidance and curricular programs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Assign and review the work of others.
- Train and provide work direction to others.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.

- Meet schedules and timelines.
- Work independently and cooperatively as part of a team.
- Adhere to all applicable attendance rules and regulations.
- Observe health and safety regulations.
- Accept and carry out responsibility for direction, control, and planning.

EDUCATION AND EXPERIENCE

Any combination equivalent to the completion of an earned Master of Arts degree or higher in psychology, counseling, or guidance. Possess a valid California Pupil Personnel Services Credential authorizing service as a school counselor and/or school social worker. Two years of successful public school counseling experience or three years successful classroom teaching.

Other Requirements:

Condition of Employment: Insurability by the District's liability insurance carrier.

LICENSES AND OTHER REQUIREMENTS:

Valid California Pupil Personnel Services Credential authorizing service as a school counselor and/or school social worker.

Valid California driver's license.

Board Approved: August 12, 2013