

STOCKTON UNIFIED SCHOOL DISTRICT

ELEMENTARY SCHOOL COUNSELOR (K-8)

DEFINITION

The elementary school counselor (K-8) works directly with students in promoting awareness of self and the world around them, supporting the faculty and staff in their works with students, and confers with parents, administrators and others as necessary to provide for the well-being of the students.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the school principal or designee.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Implement American School Counselor Association (ASCA) National Standards aligned school counseling curriculum in the areas of academic, college and careers, and personal/social development. (E)

Provide school counseling core curriculum lessons, parent education programs, assist families with school-related problems and issues, and make information available to parents and families. (E)

Plan, evaluate, and revise the school counseling program based on the ASCA National Model; review the school counseling program annually with other district school counselors and administrators; establish a planning calendar for school counseling program activities. (E)

Utilize technology and data based systems to make decisions regarding the school counseling program. Use data to develop strategies for closing the achievement gap. Use data to promote equity and implement intentional guidance activities. (E)

Counsel students individually and in small groups. Conduct structured, goal-oriented counseling sessions to meet the identified short-term need of individuals and groups of students. (E)

Provide individual assistance to students regarding the academic, college and career and personal/social needs. (E)

Provide post suspension conferences for students the day students return to school. (E)

Discuss academic progress and test results with students and parents and their implications for educational and career planning. (E)

Provide student behavioral interventions. (E)

Encourage the enhancement of students' self-esteem in both the school setting and the home environment. (E)

Provide the effective delivery and implementation of prevention and intervention services for students, such as conflict resolution, restorative practices and crisis intervention. (E)

Participate in parent conferences and facilitate parent education opportunities. (E)

STOCKTON UNIFIED SCHOOL DISTRICT

Participate in Student Assistant Program, Student Success Team meetings, IEP, 504 meetings. *(E)*

Coordinate and implement a comprehensive program that links community resources with schools – utilizing the Student Assistance Program model, which provides procedures for the identification, intervention, and referral to specialized services for high-risk students. *(E)*

Counsel with students and parents regarding poor attendance patterns and make appropriate referrals to district attendance staff and participate in; Student Attendance Review Team (SART) and Student Attendance Review Board (SARB) meetings regarding chronic absenteeism. *(E)*

Provide post suspension conferences for students the day students return to school. *(E)*

Counsel students individually and in small groups. Conduct structured, goal-oriented counseling sessions to meet the identified short-term need of individuals and groups of students. *(E)*

Provide the effective delivery and implementation of prevention and intervention services for students, such as conflict resolution, restorative practices and crisis intervention. *(E)*

Assist with placement and/or adjustment of pupils in an appropriate classroom setting or in Special Education. *(E)*

Provide direction to students as they transition into high school, such as recruitment for magnet programs and/or any other specialized programs. *(E)*

Consult, collaborate, and be a resource for teachers in understanding and meeting the needs of students. *(E)*

Assist and advise administrators, staff members and parents concerning pupil progression or adjustment from one grade to the next. *(E)*

Confer with parents and administrators about laws relating to students and arrange for intervention by legal authorities when necessary. *(E)*

Encourage students to develop an awareness of educational goals and provide activities supporting career exploration. *(E)*

Participate in school wide committees, outside community agencies, and the community regarding the school counseling program and its role in the educational program. *(E)*

Pursue professional growth and participate in local, state, and national school counseling related conferences and workshops. *(E)*

Additional duties may be required to meet current grant requirements. *(E)*

Assist with the high school counselors orienting eighth grade students for secondary progress of students. *(E)*

Perform adjunct duties.

QUALIFICATIONS:

Knowledge of:

STOCKTON UNIFIED SCHOOL DISTRICT

- Child development, behavior dynamics
- Group and individual counseling techniques, facilitation strategies and methodology
- Student assessment practices and interpretation of test data
- Laws related to minors
- Conflict resolution and problem solving techniques
- Community resources
- State and National Counseling Standards
- Youth development programs and strategies.
- Restorative practices and restorative justice.
- Peer to peer program concepts.
- Social, emotional, cognitive, behavioral, and moral competencies.
- Mentoring programs and implementation strategies.
- Positive behavior support strategies.
- Program coordination and management.
- Conflict resolution and problem solving techniques.
- Grant development / writing.

Ability to:

- Plan, organize and establish priorities
- Relate well to students, staff, parents and others
- Assist others in resolving problems
- Communicate clearly and succinctly
- Understanding and sensitivity to diverse cultures.
- Establish and maintain cooperative and effective working relationships with others.
- Promote quality human relationships
- Facilitate student counseling group basis as needed
- Work independently with minimal direction.
- Meet schedules and time lines.
- Operate a variety of office equipment including a computer and assigned software.
- Read, hear and speak to exchange information and make presentations.
- Monitor student behavior and motivate students to learn.
- Analyze current and proposed programs, evaluate alternatives, and adopt effective courses of action.
- Prepare clear and concise student records and written materials.
- Travel between work sites as required.

Education and Experience:

Master of Arts or advanced degree from an accredited college or university and a minimum three (3) years school counseling experience.

License, Certificates and Other Requirements:

- Pupil Personnel Services (PPS) counseling credential
- Possession of a valid California Driver's License and evidence of insurance.
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire.

WORKING CONDITIONS

Environment:

- Office, classroom and school environments.
- Driving a vehicle to conduct work.
- Employees will come in direct contact with students, parents and District staff.

STOCKTON UNIFIED SCHOOL DISTRICT

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Dexterity of hands and fingers to operate a computer keyboard
- Sit and stand for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids, and to observe students.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs. at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push, pull.
- Bending at waist, kneeling, or crouching to reach materials and work with students.

Environment:

- Office, classroom and school environments.
- Driving a vehicle to conduct work.

HAZARDS:

- Contact with dissatisfied or abusive individuals.

Salary Placement

SPPA Unit

Range 03SP

184 Days Work Year

Board Approved 6/25/19

Revised 5/22/19