

## **RIVER DELTA UNIFIED SCHOOL DISTRICT COUNSELOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To provide academic counseling to students; to provide professional learning and behavior counseling to facilitate and encourage the learning and development of students; to provide support to teachers and provide information as part of the counseling service; and to perform a variety of related tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned principal.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Provide academic counseling to students; select and supervise student/peer advisors
2. Consult with parent and students; encourage involvement with student academic; explain college entrance requirements.
3. Coordinate the distribution of college applications; announce the availability of applications; assist students in the preparation of applications.
4. Assist students in preparing for S.A.T and A.C.T tests; provide information on tests dates; coordinate and maintain records and files on test scores.
5. Assist students with class scheduling; review graduation requirements and credits; ensure students adhere to graduation requirements.
6. Resolve student scheduling conflicts; coordinate the adding and dropping of classes by students; articulate with teachers, as necessary.
7. Schedule and coordinate college campus visits; coordinate orientations.
8. Assess test scores and grade point averages, recommend nominees for scholastic and academic recognition.
9. Review scholarship material; announce availability to students; provide information assistance to students; prepare letters of recommendation, as required.
10. Coordinate and supervise award programs
11. Make verbal and written reports that organize information about individual pupils.
12. Assess intellectual and educational characteristics, including the administration of individual tests; assist in planning, evaluating, and interpreting group testing programs.
13. Study and assist the individual student, using current counseling techniques; gather basic information necessary for the understanding of the student; recommend appropriate actions.
14. Participate in professional group meetings; stay abreast of changes and new developments in counseling, child psychology, or a related field. Assess therapy needs and modifies services as needed.

#### **Marginal Functions**

1. Attend a variety of meetings related to student needs, provide information on assistance
2. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Personal crisis and career counseling techniques.  
Alternative learning methods and techniques.  
Psychological and sociological assessment methods and techniques.  
Principles of testing and measurement standards.  
Child learning behaviors and patterns.  
Current literature and new developments in counseling and child psychology.  
Pertinent Federal, state and local laws, codes and regulations.  
Current College and University entrance requirements.

### **Ability to:**

Assess student learning behaviors and determine appropriate placement  
Work effectively with students, teachers, parents and general public  
Communicate orally and concisely, both orally and in writing.  
Prepare clear and concise reports.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Maintain audio-visual discrimination and perception needed for successful job performance.

## **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Professional counseling experience preferably in a public-school setting working with children.

### **Training:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in psychology, child development or in a related field, and a designated service credential. A Master's degree and experience as a School Counselor are desirable.

### **License or Credential:**

Possession of a Pupil Personnel Services Credential, issued by the state of California.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office environment

### **Physical Conditions:**

Essential and marginal functions may require maintaining a physical condition necessary for sitting for prolonged periods of time.