

## Amador County Unified School District / Amador County Office of Education TK-8 School Counselor

### DEFINITION:

The TK-8 School Counselor works under the direction of the School Principal, Assistant Superintendent of Special Education, and Director of Student Services or designee, to provide itinerant counseling services to grades TK-8 students and students in grades 9-12 with counseling services in their IEP. This includes students on an Individualized Education Plan (IEP) and general education students referred for assessment and/or assistance with identified mental health or social-emotional needs. The TK-8 School Counselor will work with students, parents, and staff to assist all students in developing academic, social, and emotional success. The counselor will identify and support the social emotional needs of all TK-8 students. For students with IEPs, the counselor will develop counseling goals and objectives for implementation and provide progress monitoring and reporting.

**JOB GOAL:** The TK-8 School Counselor helps students attain an optimum level of personal and social adjustment and assists with their academic and social-emotional development. In order to coordinate a comprehensive counseling program, the TK-8 School Counselor works closely with other staff and administration.

### PERFORMANCE RESPONSIBILITIES:

1. Counsel individual students to facilitate transition from home to school, to build positive attitudes, self-understanding, and self-reliance.
2. Provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career, and family concerns.
3. Serve as member/consultant to the school guidance team; participate in Student Success Team / MTSS, 504, Individual Education Plan meetings, etc. as requested by the principal.
4. Participate in school advisory, school staff meetings, Parent Teacher Association, community and school related organizations.
5. Organize and implement teacher training and/or in-service activities.
6. Act as a co-facilitator with teachers for social-emotional skills lessons presented in the classroom.
7. Assist the school site administration with counseling and guidance issues.
8. Identify and provide intervention strategies for students and their families, including case management and crisis intervention and collaborate with other community agencies as appropriate.
9. Assist in directing parents to competent resource personnel or community agencies when resources outside the school and home are needed.
10. Assist students to develop strategies for coping with personal crisis.
11. Counsel and support students referred for poor attendance.
12. Assess mental health / social emotional needs of students and oversee the implementation of counseling goals and services in IEPs.
13. Participate in the team approach to providing mental health / social-emotional counseling services to qualifying students and ensure that services are available to students in all schools.
14. Maintain confidential ongoing counseling notes; observe and record student behavior to ensure the effectiveness of the plan and provide case management as necessary.
15. Prepare reports and documents to support counseling services for students.

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16. Complete paperwork to support /Medi-Cal billing and LEA billing when applicable in a timely manner.
17. Provide individual and group counseling services.
18. Develop and maintain counseling intervention programs to meet student needs.
19. Collaborate and communicate with school psychologists and mental health professionals from community agencies on an ongoing basis.
20. Demonstrate sensitivity to various family and cultural patterns in counseling sessions.
21. Demonstrate knowledge of child growth and development.
22. Participate in and support activities which are conducive to a positive school climate.
23. Participate in professional growth activities such as classes, workshops, conferences, and school and District committees.
24. Conduct social skills groups in collaboration with the principal, classroom teacher, and/or other support staff.
25. Support the implementation of MTSS behavior and social emotional Tier 1, 2 and 3 through curriculum and supports.
26. Provide services which directly support and align with the LCAP and Strategic Plan.
27. Refer students with significant needs to appropriate community agencies for further diagnosis / treatment.
28. Perform other related duties as assigned.

**KNOWLEDGE OF:**

- IEP Process.
- Applicable federal and state laws, codes, regulations, policies, and procedures including mandates related to mental health services and Special Education Programs.
- Emotional needs of students and related counseling services.
- Behavior management strategies and techniques relating to students who experience atypical behavior.
- Behavior intervention methodology/techniques including positive behavior intervention strategies and regulations.
- Individual and classroom management techniques.
- Diagnostic instruments and their interpretation and application.
- Oral and written communication skills.
- Record-keeping and report preparation techniques.
- Operation of a computer and assigned software.

**ESSENTIAL ABILITIES:**

Ability to:

- Communicate and work effectively with students, staff, parents, community members and district personnel.
- Work without immediate supervision.
- Prepare and maintain accurate records and reports.
- Maintain regular, steady attendance.

**SKILLS/ABILITIES:**

- Interpersonal skills including tact, patience, and courtesy.
- Work independently and as part of a multidisciplinary educational support team.

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- Effectively communicate and maintain cooperative relationships with those contacted during the course of work both orally and in writing.
- Adhere to curricular objectives; participate in social-emotional curriculum development.
- Establish and maintain professional relationships.
- Prepare and present in-service trainings.
- Develop and maintain an atmosphere of mutual respect among students, teachers, and staff.
- Prepare and maintain a variety of confidential comprehensive reports, records, and files.
- Meet schedules and timelines.
- Plan and organize work.

**WORKING CONDITIONS:**

- Work is predominately in school environment.
- Daily contact with students, teachers, and school staff.
- Regular/occasional contact with parents, community members, and outside agencies.

**MINIMUM QUALIFICATIONS:**

- Valid California Pupil Personnel Services (PPS) credential with school counseling authorization
- Knowledge of: Child development, counseling techniques, current literature and developments in counseling and child psychology
- Dexterity and physical condition to maintain rigorous work schedule and meet standards of physical and mental health
- Successful experience as a counselor is highly desirable
- Master's Degree in counseling, social work, or a related field desired.
- Three (3) years' experience providing counseling services to school-age children desired.
- Experience with school district operations, and special education placement and service options desired.

**LICENSE:**

Possession of a valid California Drivers' License and current proof of insurance may be required.

**REQUIREMENTS:**

TB Clearance

Department of Justice Fingerprint Clearance

**PHYSICAL ABILITIES:**

The employee must be able to:

- Lift/carry 65 pounds occasionally (less than 33% of the time).
- Lift/carry 40 pounds frequently (34-66% of the time).
- Lift/carry 20 pounds constantly (67-100% of the time).
- Push with a maximum force of 25.2 pounds on objects.
- Pull with a maximum force of 80 pounds on objects.

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- Possess dexterity of hands and fingers to operate a computer keyboard and adjust computer equipment with accommodations if necessary.
- Bend at the waist, kneel, or crouch. Sit or stand for extended periods of time. Climb a stool or ladder and reach above shoulders.

PAY RANGE

Certificated Salary 183 Day Schedule + 1.0% of placement on 183 Day Certificated Employee Salary Schedule (not to exceed 4%) for each assigned counseling hour.

Elementary and Junior High counselors may work five (5) additional days (at per diem rate) as determined by the counselor and the site administrator.