

GUIDANCE SPECIALIST/COUNSELOR ELEMENTARY**DEFINITION:**

Under the direction of the principal or assistant principal, and the District Coordinator of Counseling, provide academic, and personal/social guidance services to K-6 grade students in the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establish guidance programs at the school level that provide student academic and behavioral supports. Evaluate on a continuous basis the guidance programs being delivered at the schools assigned and make or suggest needed modifications.
- Assists/develops targeted academic intervention programs. Assists teachers in the evaluation of student work and development of student academic improvement plans. Assists grade level teams/departments in the establishment and monitoring of goals for student progress. Assists teachers in the analysis of assessment data and development of goals and plans for improvement.
- Provides staff development in specific instructional strategies, including strategies for English Language Learners, students at risk of retention, differentiated instruction, etc.
- Provide crisis counseling on an as-needed basis, act as school site coordinator for off site mental health providers who may provide services for students, including inpatient hospital care, outpatient care, or on-campus group or individual counseling.
- Participate in professional development opportunities in order to continually upgrade skills and knowledge of relevant programs.
- May train teachers in counseling and guidance techniques and provide staff with current information regarding behavior and other problems that interfere with learning; facilitate communication between parents, teachers, guidance specialist, and students regarding issues which affect the students' educational progress.
- Provide identification and referral services for students having emotional, health, and/or learning problems; participate in student study team, 504 and IEP meetings when appropriate.
- Identify at-risk students at designated grade levels and provide individual counseling for students and their parents, to review academic records, educational options, coursework and academic progress. May assist with intervention and tutoring programs designed to support students to succeed, decrease student attendance and discipline problems, and encourage continuous growth for students who are at-risk.
- Perform other duties as assigned

QUALIFICATIONS:

Knowledge of:

Guidance and counseling programs; crisis intervention techniques; recent developments and current literature relating to educational and career guidance; effective behavioral interventions child growth and development.

Ability to:

Provide a school guidance program; prepare and present information in small and large group settings; communicate effectively, both orally and in writing; establish and maintain records, utilizing District systems; establish and maintain effective working relationships.

Experience:

Successful fieldwork in school counseling or experience as a counselor/guidance specialist; teaching experience highly desired.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university required.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting, and twisting. Lifting of supplies and other work-related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California credential in pupil personnel services authorizing service in school counseling; and possession of a valid California driver's license.

Board Approved: November 12, 2020