

**DISTRICT COORDINATOR
(COUNSELING PROGRAMS)****DEFINITION:**

Under the direction of the Director of Student Services, coordinate the counseling programs and provide guidance to all counselors in the District K-12.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate K-12 counseling programs throughout the District.
- Provide guidance and staff development for all elementary counselors, intermediate counselors, high school counselors and general education mental health counselors.
- Coordinate mental health referral process.
- Coordinate and facilitate parent education nights
- Provide liaison services between counseling and community service agencies, school sites and the District to coordinate services provided to students and parents.
- Participate in professional development opportunities in order to continually upgrade skills and knowledge of relevant programs, social and emotional curriculum and support, college requirements, State and Federal grant requirements, etc.
- Coordinate crisis intervention.
- Evaluate, on a continuous basis, the guidance programs being delivered to the students and make or suggest modifications to the program so as to improve the services being provided. In conjunction with the school site administrator, evaluate the performance of the elementary, intermediate and high school guidance counselors with emphasis on previously identified goals and objectives.
- Supervise and evaluate itinerant counselors and mental health counselors
- Coordinate counseling interns and act as the liaison with local universities.
- May serve as the liaison with the County office for McKinney-Vento and Foster Youth students.
- May provide identification and referral services for students having emotional health, and/or behavioral problems.
- Assist with District School Attendance Review Board (SARB).
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Guidance and counseling programs; crisis intervention techniques; recent developments and current literature relating to social and emotional curriculum, educational and career guidance; college and financial aid requirements; grant development and coordination; labor market trends.

Ability to:

Plan, organize and coordinate a guidance program; prepare and present information in small and large group settings; communicate effectively, both orally and in writing; establish and maintain records; establish and maintain effective working relationships.

Experience:

Three years successful experience as a school counselor or guidance specialist; two years of supervisory or administrative experience desirable; teaching experience highly desired.

Education:

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

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 authorizing service in pupil personnel services and child welfare and attendance or special education and administrative credential, and possession of a valid California driver's license.

Board Approved: July 12, 2018