

Enterprise Elementary School District Job Description

Job Title Counselor (Classified Management)
Department: Special Education and Support Services
Range: Classified Manager
Prepared Date: May 2, 2007
Reports To: Director of Special Education
Approved Date:

SUMMARY – Under the supervision of the Director of Special Education and site principal/or designee, provides counseling support for students and facilitates referrals of students and families to outside support agencies, as necessary. Provides support and guidance to school staffs regarding student-related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned.

- Participates as a mental health consultant on the District's CARE Team meetings.
- Conducts individual and group counseling of students.
- Helps individuals and families to access services provided at school sites and in the community.
- Maintains client confidentiality as appropriate.
- Observes identified students in the classroom as necessary and assists teachers with student-related problems.
- Provides crisis intervention assistance.
- Acts as liaison to human services agencies, school staffs, and community agencies.
- Meets the demands of students and/or sites with flexibility.
- Records and submits Medi-Cal billing for reimbursement as appropriate.
- Attend a variety of workshops, meetings, hearings, conferences, and appointments, on an as needed basis.
- Attends monthly case management and staffing meetings as directed.

SUPERVISORY- may supervise behavior aides

QUALIFICATIONS –

- Ability to provide services in crisis intervention.
- Knowledge of the general development and behavior of children from ages 5-14 years.
- Knowledge of the cultural needs and problems of families associated with specific program areas.
- Knowledge of the local social service and community assistance agencies, and what they provide for the districts' families.
- Ability to use diplomacy, good judgment, and tact with parents and students.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.
- Demonstrates qualities and initiative, dependability, resourcefulness and empathy.
- High degree of insights regarding development of children.

EDUCATION and/or EXPERIENCE - Masters in Social Work, Marriage/Family and Child Counseling, or Pupil Personnel Services Credential.

- Extensive background in counseling interventions and casework;
- Strong verbal and written skills;
- Knowledge of and ability to relate to work well with diverse cultural and socio-economic groups

LANGUAGE SKILLS – Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, or employees.

MATHEMATICAL SKILLS - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY – Excellent oral and written communications skills; ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS - LMFT, LCSW, IMT ASW, or PPS

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands or finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Daniel E. Moore
Assistant Superintendent of Human Resources

6-6-07
Date

Sheryl Cobb
Board Approval (Clerk)

6-13-07
Date