



## **SUPPLEMENTAL SCHOOL COUNSELOR**

### **DIRECTLY RESPONSIBLE TO**

When on the school site, under the immediate direction of the site administrator. Also, under the general supervision of the Coordinator of Learning Support Services.

### **PRIMARY FUNCTION**

A supplemental school counselor is responsible for assisting students and parents to understand the skills, coursework, and academic progress needed for satisfactory completion of middle school and passage of the high school exit examination. The counselor also consults with teachers, administrators and parents regarding effective strategies for dealing with problem behavior and for developing a positive learning environment for individual students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Meet with each pupil and, if practicable, the parents or guardians of the pupil, to explain the academic and behavioral records of the student, his/her educational options, coursework and academic progress necessary.
- Schedule individual conferences with each student deemed to be far below basic in English language arts or mathematics on the California Standards Test.
- Counsel with individual students and families to facilitate transition from home to school and to build positive attitudes, self-understanding, self-direction, and responsibility.
- Consult with teachers to coordinate effective intervention plans to meet students' needs and to serve as a referral agent when needed.
- Consult with other school staff on curriculum development, testing, records, placement, grouping, promotion, student evaluation, screening of students, and providing information.
- Communicate with parents to maximize students' social and academic adjustment, explaining school [policies](#), and assisting in parental understanding of child development.
- Interpret appropriate assessment data.
- Participate, as appropriate, in student study team process to problem solve and coordinate services.
- Participate, as appropriate, on the site and district crisis team.
- Maintain effective records of student academic and social behavior to follow through with needed services.
- Maintain a high level of professional development by attending conferences, implementing activities based on current research, and disseminating successful strategies to professional colleagues.
- Serve in various capacities at the school or the district level when required, such as providing professional development, reporting to the Governing Board, and participating on school or district committees.

### **JOB REQUIREMENTS**

Must hold a currently valid California Pupil Personnel Services: School Counselor credential.

#### Personal/Professional Qualifications

Above average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and performance of the individual. Possess mature judgment and ability to exercise individual initiative. Ability to demonstrate empathy with parents and students. Ability to communicate effectively and work cooperative with the public, administration, students, teachers, and fellow employees.

### **SALARY**

In accordance with the Certificated Educators' Salary Schedule