

COUNSELOR

1.0 DESCRIPTION

The Counselor provides guidance and counseling services to pupils and parents and serves as a resource person to teachers and administrators.

2.0 DUTIES AND RESPONSIBILITIES

2.1 Assists in acquiring and/or evaluating information about all students through appropriate data-collecting devices including: (a) district and state testing programs. (b) diagnostic tests, (c) cumulative records, and (d) conferences with teachers, administrators, social workers, nurses, psychologists, speech therapists and parents.

2.2 Assist in general enhancement of the learning environment for all students, and in the resolution of problems impeding the learning process of same.

2.2.1 Help the education staff recognize and provide for the individual differences and similarities (physical, emotional, social, cultural, and mental) that exist among students in school

2.2.2 Assist in the inservice preparation of the school staff to enable it to better understand students and their learning disabilities through guidance in the curriculum.

2.2.3 Work to remove or reduce obstacles that retard the general and intellectual development of students in the school.

2.2.4 Conduct individual and/or group counseling sessions with students and parents.

2.2.5 Schedule individual or case conferences with school and community agency personnel.

2.2.6 Make recommendations to teachers, principals, and parents regarding guidance practices.

2.2.7 Provide written recommendations for improvement of the total guidance and counseling program annually to the Supervisor.

2.3 Serve as a district facilitator for the various school site Child Study teams.

2.4 Serve as a referral and liaison agent

2.4.1 To out-of-school resources which can assist in the solution of problems involving pupils in the school, and make recommendations to assist district coordination.

2.4.2 To the home by improving communication between school and the home.

2.5 Adjunct Duties

2.5.1 Continue own professional growth and utilize the research, knowledge, skills, or related literature as they apply to the counseling and guidance needs of students, staff, and programs in the district.

2.5.2 Work with community and parent groups to publicize and interpret counseling programs.

2.5.3 Make recommendations regarding maintenance and handling of cumulative records to the Supervisor.

2.5.4 Perform other duties as assigned by the Supervisor

3.0 SUPERVISION

The counselor works under the general supervision of the Director of Pupil Personnel Services.

4.0 STATUS

The counselor is a member of the teacher's negotiating unit, and will hold appropriate credentials according to the Ed. Code.

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
