

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title: Counselor K-12

Reports To: Site Principal

Department: School Site

Classification: Certificated

Work Year: 10 Months

Salary: Certificated Salary Schedule

Basic Functions:

Under direction, provides educational counseling, guidance and related services which will result in students' maximum progress toward the District's educational goals.

Representative Duties:

1. Provide counseling and guidance services that will result in student's awareness of their educational needs and the identification of programs and services to meet those needs.
2. Assist staff and students by scheduling or placing students in appropriate academic setting.
3. Plan, organize, implement student counseling and instructional programs that clearly establish educational and career counseling in a variety of settings.
4. Perform counseling and guidance services for personal and crisis intervention with referral to other agencies as needed.
5. Provides a staff development program to promote a healthy classroom environment conducive to each student's development.
6. Organize and implement student testing and evaluation programs and services, and alternative placement screening activities.
7. Assists teachers and parents in their functions in the counseling process.
8. Establish and maintain contact with community organizations and institutions to which student referrals may be made to provide supplemental counseling and guidance services.
9. Ensure the most productive match between educational programs, services and student needs.
10. Assist students with job references and scholarship applications.
11. Assist teachers, and/or students who are having difficulties in the classroom due to human relation problems.

Knowledge and Skills Required:

- Knowledge of community intervention training
- Knowledge of fundamentals of student assistance programs
- Knowledge of principles of group intervention
- Ability to deal effectively with parents, students and staff members

This job is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

Education and Experience

Successful and extensive teaching experience preferred

Licenses, Certifications and Testing Required:

- Valid School Counseling Credential required
- Master's Degree
- Valid California Teaching Credential preferred
- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Must possess or have the ability to obtain a valid California Drivers license

Physical Requirements and Working Conditions

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

Regular Work Year: 182 Days

Revised: May, 2008