

Grass Valley School District

POSITION TITLE:	SCHOOL COUNSELOR
PLACEMENT:	CERTIFICATED SALARY SCHEDULE: 186 DAY EMPLOYEE
REPORTS TO:	DIRECTOR OF PUPIL SERVICES/ SITE PRINCIPALS

BASIC FUNCTION

Under the direction of the Director of Pupil Services and the school site Principals, provides pupil personnel services and counseling to students. Responsible for the development, coordination and implementation of the school counseling program in accordance with District goals, objectives and guidelines.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Counsel with individual students regarding academic, social, emotional, and attendance problems.
- Organize and conduct counseling groups.
- Assist the Principals and Vice Principals with student discipline as appropriate.
- Organize, train and supervise a peer counseling/student arbitration program.
- Coordinate social-emotional programs in the district.
- Consult with teachers regarding students who are having academic, social, emotional, and attendance problems.
- Assist the Principals and Vice Principals with student attendance problems.
- Provide in-service training for staff to help staff increase/improve their counseling techniques.
- Act as liaison between school and community agencies such as mental health and social services.
- Consult with students and parents and make referrals to appropriate agencies.
- Conduct parent education programs.
- Provide counseling for self-referred students experiencing crisis situations.
- Work with administrators and staff in developing a career awareness program.
- Coordinate and participate in the Student Success Team meetings.
- Participate in Special Education IEP meetings, as appropriate.
- Provide academic guidance in the transition of students to high school.
- Develop “plans of assistance” for “high risk” students at as early an age as possible and implement plans collaboratively with appropriate staff.
- Coordinate drug, alcohol, and tobacco education and prevention programs.
- Represent the Schools and District at appropriate County meetings on issues and topics related to pupil personnel services.
- Perform other duties as assigned by the Principal or may reasonably be expected of a school counselor.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Bachelor’s Degree from an accredited secondary institution
- One year unsupervised work as a school counselor - preferred

CREDENTIALS AND/OR SKILLS AND ABILITIES

- Possess a valid California Pupil Personnel Services Credential in School Counseling or School Social Work

CERTIFICATE REQUIREMENTS

- Valid CA Driver’s License
- TB Test (Current within last 4 years)

WORK ENVIRONMENT:

- Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, Grass Valley School District Staff, and the public.

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PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

- The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions.
- Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal classroom levels, outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
- Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.
- Physical capacity to lift, move, and position disabled students who may weigh 150 pounds or more.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

<u>Endurance</u>	<u>Minutes At One Time</u>	<u>Total Hours In An 8-Hour Day</u>
Sit	0-30 min.	3-5
Stand	0-5 min.	0-2
Walk	0-5 min.	3-5
Drive	0-30 min.	0-2
Keyboarding	0-5 min.	1-4

	<u>NVR</u> 0%	<u>RARE</u> 1-5%	<u>SELD</u> 6-19%	<u>OCCAS</u> 20-33%	<u>FREQ</u> 34-66%	<u>CONT</u> 67-100%
LIFT						
1 - 10 lbs.						X
11 - 20					X	
21 - 35		X				
36 - 50		X				
51 - 75		X				
76 - 100		X				
CARRY						
1 - 10 lbs.					X	
11 - 20					X	
21 - 35		X				
36 - 50		X				
51 - 75		X				
76 - 100		X				
PUSH						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X				
76 - 100		X				
PULL						
1 - 10 lbs.			X			
11 - 20			X			
21 - 35		X				
36 - 50		X				
51 - 75		X				
76 - 100		X				

	<u>NVR</u> 0%	<u>RARE</u> 1-5%	<u>SELD</u> 6-19%	<u>OCCAS</u> 20-33%	<u>FREQ</u> 34-66%	<u>CONT</u> 67-100%
Bend/Stoop					X	
Twist				X		
Crouch/Squat				X		
Kneel			X			
Crawl		X				
Walk-Level					X	
Walk-Uneven		X				
Climb Stairs		X				
Climb Ladder		X				
Reach Shoulder			X			
Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering					X	
Foot Control				X		
ENVIRONMENT						
Inside						X
Outside				X		
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty	N	O	R	M	A	L
Noisy	N	O	R	M	A	L
Humid	N	O	R	M	A	L
HAZARDS:	Blood Borne Pathogens X					
Mechanical	Radiant		Explosive			
Burns	Electrical		Abusive Individuals X			

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Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. 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 Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date