

**Position:**

School Counselor

**General Description:**

Under the direct supervision of the principal, is responsible for providing academic counseling and assistance to students and families experiencing problems associated with the inability to function at school. Communicates on a scheduled basis with teachers, administrators, parents, and other public and private agencies in order to assist in providing an effective educational program.

**Specific Duties And Responsibilities:**

- Provide personal adjustment, academic and social counseling to students on an individual and group basis.
- Assist in the development of appropriate intervention services as needed for students.
- Collaborate with staff to create behavior plans for regular education students.
- Monitor and develop appropriate interventions for students with excessive tardiness or absenteeism.
- Coordinate student support teams; may serve as a member of the IEP team.
- Collaborate with other agencies in cooperatively attempting to remedy special problems involving pupils.
- Create and/or facilitate the implementation of social skills curriculum and substance abuse prevention programs.
- Work collaboratively as a team member with instructional teaching, support staff and administrators.
- Conduct appropriate workshops for district staff and parents.
- Ensure student records are maintained in accordance with state and federal guidelines.
- Keep well informed on regulations and laws dealing with youth
- Perform other related duties as assigned.

**Required Skills and Knowledge:**

Ability to: Prepare clear and concise reports; maintain detailed and accurate records; analyze situations carefully and adopt effective courses of action; communicate effectively, both orally and in writing; maintain confidentiality in all matters pertaining to students' families and others; perform duties in adherence with all federal/state laws and regulations, and all district policies, procedures and guidelines; establish and maintain cooperative working relationships with parents, students, staff and administration; work independently in an effective manner; proficiently operate computer technology.

**Qualifications:**

- Must hold a Pupil Personnel Services Credential

Updated 4.24.19



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**Physical Requirements:**

Ability to see for purposes of reading policies and printed material. Ability to understand speech at normal levels in person or on the telephone. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Ability to operate necessary equipment including computers and computer software with dexterity. Ability to occasionally lift/carry supplies, materials and equipment weighing up to 25 pounds. Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

**Working Conditions:**

Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, reaching in all directions and working at a computer or other standard school equipment

**Work Year:**

195 days per year, 7.5 hours per day.

**Salary:**

As set forth in the Certificated Salary Schedule

**Evaluation:**

Site Administrator