



SPECIALIST-ELEMENTARY RESOURCE COUNSELING

DEFINITION:

Under the supervision of the Coordinator of Guidance Resources, provides counseling, referrals and education programs for elementary school students; provides counseling services to supplement the regular counseling and guidance program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides short-term individual and/or group counseling.
- Provides parent consultation and training to assist parents in the needs of their child; provides information about child development and assists parents in the acquisition of necessary skills to support their child at school
- Provides family consultation and referrals.
- Assist parents in accessing and utilizing community resources.
- Collaborates with school site and guidance paraprofessional staff on social and emotional interventions and supports for students.
- Develops measurable counseling goals.
- Supports articulation among district and community programs.
- Participates in inputting student data into Aeries.
- Participates in professional activities, conferences and research to keep abreast of trends, practices and continued growth and development in services for students with social and emotional needs.
- Identifies school program needs and assist in developing school strategies to meet student needs.
- Selects and monitors appropriate community resources to supplement programs.
- Develops and provides ongoing in service training and assistance to staff.
- Participates in crisis counseling and risk assessment as needed.
- Attends and participates in meetings and professional development trainings.
- Operates a variety of office equipment including a copier, printer, a computer and assigned software; drives a vehicle to conduct work.

QUALIFICATIONS GUIDE

Knowledge of:

- Students' emotional issues.
- School instructional and curriculum programs.
- Community resources.
- Effective communication strategies including verbal and written formats.
- Basic record-keeping techniques.
- Federal and state laws concerning family rights and behavioral health services.
- Evidence based practices.
- Therapeutic methodologies and family systems theories.
- Conflict resolution and group dynamics.
- Effective counseling strategies and child growth and developmental issues for families.

Ability to:

- Provide applicable short term counseling services to individual or groups of students.
- Plan, prepare and conduct short-term individual and group therapy.
- Demonstrate specialized knowledge of the needs of students with emotional and behavioral needs.
- Make referrals to other community resources, support groups and social service agencies.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Manipulate and configure data to form statistical analysis.
- Complete work with many interruptions.
- Develop effective treatment plans and interventions for students.
- Demonstrate specialized knowledge of the needs of students with social and emotional needs.
- Analyze situations accurately and adopt an effective course of action.

- Work independently with little direction.
- Work with discretion.
- Maintain records and prepare various reports.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment, a computer and assigned software.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Communicate effectively both orally and in writing.

EDUCATION/EXPERIENCE:

Any combination equivalent to: master's degree in counseling, psychology, social work or related field and three years experience working with families or school age children in an educational, individual or family therapy services setting. Some experience working with "at risk" or special needs students preferred. Possess a minimum of 3 years of successful experience working with children and families.

LICENSES AND OTHER REQUIREMENTS:

- Licensed Marriage and Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), and/or Licensed Clinical Psychologist or Licensed Professional Clinical Counselor. A PPS in Counseling could be substituted for the above license with candidates understanding that they are hired into the classified service. Valid California Class C Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to monitor student behavior and read a variety of materials.
- Dexterity of hands and fingers to operate assigned instructional equipment.
- Bending at the waist, kneeling or crouching to file materials.
- Sitting or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

WORK ENVIRONMENT:

Indoor office/classroom environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Contact with hostile or abusive individuals with unpredictable behaviors.

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