



RIALTO UNIFIED SCHOOL DISTRICT

Counselor: Secondary Newcomer Program

Job Description

DEFINITION

Under the general supervision of an Administrator or Principal, counsels with immigrant pupils new to the United States whose social, academic, or personal problems and/or English language skills prevent them from profiting to the maximum of their abilities. Provides opportunities for interaction with counselees on an informal, non-problem basis.

ESSENTIAL DUTIES

- Assists newcomer students with the transition to the United States school system.
- Analyzes individual student transcripts, including international transcripts, and informs immigrant students and parents of the status of progress towards meeting graduation requirements.
- Assists immigrant students in evaluating their aptitudes and abilities through the interpretation of individualized test scores and other pertinent data, and works with immigrant students in evolving education and occupation plans in terms of such evaluation.
- Provides continuous daily counseling services for assigned students.
- Places immigrant pupils in appropriate educational programs in consultation with teachers, parents, and administrators.
- Consults and assists staff and parents of immigrant students in planning and implementing strategies consistent with student needs on a quarterly basis.
- Furnishes detailed information on course content of required and elective courses related to graduation requirements and the course sequence for newcomer students to parents and students.
- Advises immigrant students and parents of academic offerings that are appropriate to the ability of the student.
- Prepares referral report for student study team and/or other alternative programs.
- Contributes to student record information, and provides summaries or written referrals to appropriate individuals.
- Completes pre-registration and registration of appropriate academic offerings for students who are part of the newcomer program.
- Provides information regarding scholarships, colleges and universities, community referral agencies and occupational opportunities, and assists with making any applications related to the above.
- Counsels and provides newcomer pupils with education and occupational information in conjunctions with their personal assets, desires, and limitations.
- Provides immigrant students and parents access to community resources that support the transition with the United States school system.

QUALIFICATIONS

Knowledge of:

- Variety of counseling and teaching procedures and techniques with demonstrated ability to counsel effectively with students, parents, and teachers.
- Secondary school curriculum.
- Administrative procedures and pertinent areas related to the total educational program and English Learners Program.
- Understanding of immigrant youth experiences in the United States.
- Understanding of strengths and limitations of individual group tests and ability to interpret test results to students and parents.

Ability to:

- Ability to read, write, and speak Spanish.
- Ability to communicate and interact effectively with students, teachers, parents, administrators, and community members in English and Spanish.

Experience and Education:

- Possession of a valid California credential authorizing service as a school counselor.
- Fingerprints on file as required by State Law
- TB Skin Test as required by State Law.

PHYSICAL DEMANDS**Physical class:**

MODERATE WORK - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Regular classrooms, on the playground, parking lot, bus stop areas and possibly field trips. Ability to traverse campuses and sites of 10 to 40 acres which would include asphalt, grass on playgrounds and dirt.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours		
Frequently/Medium - 3 to 6 hours		
Constantly/High - 6 to 8 hours plus		
Stooping: Occasionally	Fingering:	Frequently
Bending: Frequently	Carrying:	Frequently
Lifting: Frequently	Standing:	Occasionally
Reaching: Frequently	Kneeling:	Occasionally
Handling: Frequently	Sitting:	Occasionally
Grasping: Frequently	*Driving:	Occasionally
	Walking:	Frequently
	Push/Pull:	Occasionally

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

Frequent motion:

Keyboarding: Occasionally	Reaching to shoulder level: Occasionally
Twisting: Frequently	Forward should/neck flexion: Frequently
Wrist flexion: Frequently	Reaching above should level: Occasionally
Elbow flexion/extension: Frequently	Reaching below shoulder level: Frequently

Sensory requirements:

Ability to see: Constantly	Ability to smell: Constantly
Ability to hear: Constantly	Ability to touch: Constantly
Ability to talk: Constantly	

Must be able to deal with these environmental considerations:

Heat: Yes	Odor: Yes
Noise: Yes	Humidity: Yes
Moisture: Yes	Fluorescent lights: Yes
Floor may be slippery at times: Yes	Working in close quarters with others: Yes
Working inside: 95% of the day	Working outside: 5% of the day

This job requires:

Alertness: Constantly	Recall of names and dates: Yes
Attention to detail: Constantly	The use of two hands: Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees.	

Ability to deal with psychological factors:

Team work: Yes	Must keep up with schedule: High
Frustration: Medium	Flexible: Yes
Repetitive Tasks: Yes - High	Able to work overtime as needed: Yes
Level of responsibility: High	
Dealing with angry teachers, students and parents: Medium	

Physiological Factors:

Have a high level of consciousness: Yes	Ability to comprehend and follow directions: Yes
Orientation to time, place or person: Yes	Able to keep up a high activity level during the shift: Yes
Ability to read at 12 th grade level: Yes	