



RIALTO UNIFIED SCHOOL DISTRICT

Counselor on Special Assignment

Job Description

DEFINITION

Will counsel with pupils whose social, academic, or personal problems prevent them from profiting to the maximum of their abilities. Provides opportunities for interaction with counselees on an informal, non-problem basis. The Counselor on Special Assignment will ensure that each identified student receives assistance in social, academic or personal problems that prevent them from achieving to their maximum ability. The Counselor on Special Assignment will interact with staff, parents, and students to assist in problem solving and placement guidance.

ESSENTIAL DUTIES

- Provide counseling services and supports for Adult Education and Dual Enrollment.
- Provides general educational and career development assistance for each participant as assigned; evaluates previous educational experiences, advises the sequence of courses most appropriate to the participants ability and goals; acquaint participants with course requirements for graduation/completion; develop a realistic career plan for participants.
- Analyses individual transcripts and informs students of status of progress towards meeting graduation requirement deficiencies.
- Assesses Adult Education students with the California Adult Student Assessment System (CASAS)
- Assists participants in evaluating their aptitudes and abilities through the interpretation of individualized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
- Places pupils in appropriate educational programs in consultation with site counselors, teachers, parents, participants and administrators.
- Furnishes detailed information to participant on course content of required and elective courses related to graduation requirements.
- Advises students of academic offerings that are appropriate to the ability of and/or the special learning difficulties of the student.
- Counsels and provides pupils with educational and occupational information in conjunction with their personal assets, desires, and limitations.
- Represents the school/district in community forums for the purpose of maintaining ongoing community support for educational goals, establishing school/community partnerships and/or assisting with issues related to school environment.
- Assist in activities related to participant registration and orientation.
- Provides administration of proficiency examinations to diploma, GED & ESL participants in regular and laboratory settings.
- Supplement school staff efforts by providing counseling services to Adult School participants, including English as a Second Language and Migrant Education students, in areas of academic achievement, behavior and health.
- Counsel with parents of participants as assigned or specified in the project procedures.
- Assist and participate in staff development activities, meetings or other in-service as designated.
- Maintain and review data to assist and develop appropriate services.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of and Ability to:

- Possess knowledge and understanding of a variety of counseling and teaching procedures and techniques with demonstrated ability to counsel effectively with students, parents and teachers.
- Demonstrate the ability to address social/emotional concerns with students, staff and families
- Knowledge of school curriculum administrative procedures, and pertinent areas related to the total educational program.
- Understanding of strengths/limitations of individual & group tests & the ability to interpret test results to students & parents.
- Ability to communicate and interact effectively with students, teachers, parents, administrators, and community members.
- Must be willing to arrange work hours to meet student and parent needs.

Experience and Education:

- Possess a valid California credential authorizing service as a school counselor.
- Experience working at a high school or adult education program.
- Experience working with youth to address social/emotional needs is preferred.
- Bilingual required.

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	