



Teaching • Understanding • Serving • Developing

Date: December 9, 2014

Range: AAAA

Classification: Confidential/Management

Job Description

Student Support Counselor

DEFINITION

Under direction of a School Site Administrator oversee the District's In-School Suspension and Truancy Programs. Work with parents and students to reduce unacceptable behavior, tardiness, and truancy.

EXAMPLES OF DUTIES –*Not all inclusive*

- Monitors and directs student activities in the In School Suspension Program
- Interacts with teachers, collecting assignments and tests for In School Suspension Students
- Assists in the management of student behavior through the use of positive strategies and techniques.
- Prepares and assists in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students.
- Maintains daily contact with all schools to monitor undocumented absences and excessive tardiness; confers with parents and makes home calls when necessary.
- Counsels students regarding absenteeism and tardiness to gain their cooperation and identify any underlying problems that may warrant intervention by a social worker, psychologist or other professional staff member.
- Communicates regularly with school staff for the purpose of establishing cooperative and innovative approaches to solve truancy, delinquency, and inappropriate school behavior.
- Works with administrators and staff for the purpose of problem-solving attendance, discipline, and redirecting youth towards regular attendance and positive behavior.
- Makes home visits for the purpose of checking on truant students and gaining parental support in students' educational and social development.
- Assist in providing data for the Superintendent or designee as required.
- Attends training sessions and workshops to keep knowledgeable on the latest relevant research.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

- Behavior modification strategies and techniques
- Policies, rules and regulations concerning appropriate student behavior
- Modern office methods and equipment including computers and assigned software.
- Truancy Reduction

Ability to:

- Resolve conflicts among students
- Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment
- Communicate effectively in oral and written form, particularly with adolescent students
- Understand and carry out oral and written direction.
- Interpret and apply policies and procedures.
- Speak Spanish preferred.

EXPERIENCE

- One year of experience working in a school setting in a relevant prevention, social service, or community based organization.

EDUCATION

- Pupil Personnel Services (PPS) Credential.

WORKING CONDITIONS

Environment:

- Professional educational environment.
- Business attire required.

Physical Abilities:

- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment.
- Ability to stand at counter or work at a desk for extended periods of time.

TERMS OF EMPLOYMENT:

- 180 work days
- Seven (7) hours per day, five (5) days per week, according to the district schedule