

**BRIEF DESCRIPTION OF POSITION:**

Provide supplemental services to Director of Compensatory and/or Migrant Education to enhance their success in the instructional components of the compensatory education project by assisting the project school's counseling and auxiliary services program. Includes providing services to students through school personnel (counselor, attendance, discipline, health, instruction) in matters affecting academic success of project participants and assisting in activities related to parent education and parent involvement if funded by designated project.

**MAJOR DUTIES & RESPONSIBILITIES:**

- a. Assist in activities related to participant registration and selection. **E**
- b. Supplement school staff efforts by providing counseling services to Director of Compensatory Education participants in areas of academic achievement, behavior and health. **E**
- c. Conduct individual and group counseling activities as assigned or specified in the procedures. **E**
- d. Counsel with parents of participants as assigned or specified in the project procedures. **E**
- e. Assist the principal and the Director of Compensatory Education in parent education and parent involvement activities. **E**
- f. Assist and participate in staff development activities, meetings or other in-service as designated by the Appropriated Administrator **E**
- g. Develop and maintain assigned case studies. **E**
- h. Maintain and review data to assist and develop appropriate services. **E**

**OTHER DUTIES AND RESPONSIBILITIES:**

- a. Maintain updated participants lists with updated data. **E**
- b. Maintain records of student, teacher, and parent contacts and submit reports as requested. **E**
- c. Conduct individual and group counseling designed to effect positive attitudes toward Personal, social, academic and career. **E**
- d. Coordinate and administer individual or group tests related to academic achievement or career interests and provide necessary follow-up counseling. **E**
- e. Cooperate and assist in project implementation activities as requested. **E**
- f. Under direction of the Principal and the Director of Compensatory Education, assist in parent tours, advisory committee meetings, and preparation of necessary agendas and minutes. **E**
- g. Attend periodic staff meetings as assigned the Principal, Assistant Principals and Director of Compensatory Education.
- h. Provide in-service and disseminate information related to, as assigned. **E**
- i. Other duties as assigned.

**Supervision Exercised or received:**

Under the immediate direction of the site administrator and general supervision of the Director of Compensatory Education and/or Migrant Education may supervise activities of designated and classified personnel.

**Assignment type & work year:**

Selection and assignment procedures will be in accordance with those establish for other certificated personnel by district policy or administrative regulations. The position will be established on an annual or semester basis subject to:

1. Recommendations of the Director of Compensatory Education and/or Migrant Education and Principal
2. Project resources and priorities.

**REQUIREMENTS**

<b>WORK YEAR:</b>	Counselor Work Year
<b>CREDENTIAL:</b>	Current, valid Pupil Personnel Credential.
<b>EXPERIENCE:</b>	Three years secondary teaching desirable. Bilingual skills desirable.
<b>SALARY:</b>	Counselor Salary Schedule
<b>BENEFITS:</b>	Medical (employee contribution), 100% dental, vision and life insurance.