

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

Counselor on Special Assignment

DEFINITION

Under direction of the Coordinator of Counseling and Student Support, the district Counselor on Special Assignment will provide all counselors with support and guidance with implementing a comprehensive counseling program based on the ASCA National Model; serve as a resource to all CUSD stakeholders pertaining to positive behavioral interventions and supports (PBIS), restorative practices, cultural proficiency, trauma-informed practices, and social-emotional learning; and other related functions as required.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Assist with professional development for staff and administrators on topics related to restorative practices, social-emotional learning, positive behavioral interventions and supports, and cultural proficiency.
2. Assist with facilitating and coordinating parent workshops.
3. Assist with professional development and support school counselors in the development, implementation, and evaluation of a comprehensive District and school counseling program that serves all students, based on the ASCA National Model.
4. Assist in developing the district-wide core curriculum addressing students' social-emotional, academic, and college and career needs.
5. Assist with the support and mentoring of new counselors.
6. Regularly update and maintain the district school counseling website, newsletter, and social media account.
7. Maintain a variety of files and records pertaining to student counseling, guidance, and related matters.
8. Assist in the development of systematic district-wide counseling processes, procedures, and documents.
9. Assist with recruiting, placing, and training school counselor interns.
10. Assist with conducting school counselor site visits to support school counselors.
11. Assist with being a liaison with community agencies.
12. Assist crisis teams during and following a crisis.
13. Assist with facilitating school counseling advisory, grade level, and district-wide counselors meetings.
14. Collaborate with counselors in the selection and ordering of counseling resources, materials, and equipment.
15. Assist with the development and maintenance of a district-wide counseling handbook.
16. Assist with collecting and analyzing data for decision making and progress monitoring of the counseling program and other student support services activities.
17. Assist with supporting foster youth.

QUALIFICATIONS

Knowledge of: Current research, policies, standards, trends, and legal implications as they relate to the role of the counselor; social and youth service agencies in the local area; program evaluation and research techniques, and strategies; adult learning theory; strong verbal, written, and communication skills; strong interpersonal, leadership, and advocacy skills; positive behavior interventions and supports; social-emotional learning; restorative practices; cultural proficiency; and trauma-informed care practices.

Ability to: Assist all counselors in the development and implementation of a comprehensive counseling plan, aligned with the ASCA National Model; effectively seek out and disaggregate data to analyze, identify, and prioritize student and staff needs; effectively collect and use data to measure and share the impact of interventions, serve as a leader, advocate, and systems change agent; provide culturally responsive services; provide effective instruction utilizing best practice engagement strategies; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability controls; establish and maintain effective organizational, public, and community relationships; meet deadlines and handle diverse tasks simultaneously using prioritization; comply with the District's customer service standards, as outlined in Board Policy, and maintain confidentiality; effectively use technology and social media to support and promote the school counseling program.

Experience: Five years of successful public school counseling experience and leadership experience.

Education: Equivalent to the completion of an earned Master of Arts or higher degree in education, psychology, or school counseling.

Certification Requirement: Possess a valid California Pupil Personnel Services Credential authorizing service as a School Counselor.