



RIALTO UNIFIED SCHOOL DISTRICT

Counselor on Special Assignment – District Lead Counselor

Job Description

DEFINITION

Under the direction of the Lead Academic Agent, Math, Science, and College & Career Pathways the District Lead Counselor will consult and collaborate with teachers, parents, administrators, and community partners to provide effective school counseling services that ensure all students achieve success in in school and become college, career, and life ready. The District Lead Counselor will also interact with staff, parents, and students to assist in problem solving, guidance of students with appropriate for four year college and career plans, monitoring of student progress, and the development of a comprehensive course taking protocol that ensures A-G completion and/or CTE Pathway completion as delineated in the College and Career Index.. Additionally, the Counselor will assess implementation of Strategic goals and LCAP goals and make adjustments to ensure district fulfills goals accordingly. A key focus of the District Lead Counselor is to strategically address the needs of underserved students such as Foster Youth and African American students currently identified for differentiated assistance.

ESSENTIAL DUTIES

- Assist in the development, implementation and evaluation of district secondary comprehensive counseling program.
- Coordinate and lead counseling department meetings and collaboration time at school sites
- Coordinate with teaching staff and attend their meetings, as needed
- Coordinate and oversee the counseling departments and programs including the development of a school counselor program calendar and schedules, handbook, curriculum action plans, lesson plans, and data-based decision-making.
- Facilitate the development and alignment of district protocol and initiatives for school counseling services.
- Work in a collegial environment between Curriculum and Instruction and Student Services to develop district focus and direction including College and Career Pathways.
- Submit and maintain the UC/CSU A-G approved courses as well as NCAA eligible courses
- Work with high schools and I.T. on CALPADS submission of A-G courses
- Build a volunteer support committee to assist with school counseling program activities and events and scholarships
- Serve as a liaison with site and district committees, as appropriate, including but not limited to school site and district leadership
- Work with site administrators and other staff to assist the development of school master schedules.
- Facilitate frequent progress monitoring of students
- Produce and interpret disaggregated data for community, district, schools, staff, students, and parents/guardians
- Attend district and site professional development and trainings
- Standardized training of Counseling Interns.
- Initiate systems for district to become a Recognized ASCA Model Program (RAMP) district.
- Lead regular Head Counselor and General Counselor meetings.
- Provide support to all counselors in the following areas: student academic and career planning, learning style adaptations; small group strategies; community outreach.
- Assist in the design of student retention strategies and 4-year plan execution.
- Contribute to efforts aimed at team building and creating a positive school climate.
- Facilitate district objectives of Race to Submit project.
- Organize professional development opportunities for Counselors.
- Develop systems of collaboration between school sites.
- Support and Implement District's strategic plan.
- Utilize multiple sources to acquire data to monitor and improve student behavior and achievement.
- Perform other duties as required.

QUALIFICATIONS

Knowledge and/or Ability to:

- School counseling principles and techniques to improve student learning.
- National and State standards for the Counseling Profession, assessment and effective school counseling practices.
- Ability to establish and maintain effective professional working relationships with staff, district personnel and other agencies.
- Conduct professional development for district staff and to facilitate organizational development.

- Possesses knowledge of College and Career Pathways including Advanced Placement, A-G requirements, CALPADS, and CTE programs.
- Strong knowledge of technology, especially using multiple data bases to compile reports.
- Support all counseling in meeting the Responsibilities/Duties outlined in the current Rialto USD School Counselor Job Description.

Experience and Education:

- Possession of a valid California credential authorizing service as a school counselor.
- Five (5) years of experience working as a counselor at the secondary level in a school district.
- Site level counseling leadership experience preferred.

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

Fingering:	Frequently	Carrying:	Frequently
Stooping:	Occasionally	Standing:	Occasionally
Bending:	Frequently	Kneeling:	Occasionally
Lifting:	Frequently	Sitting:	Occasionally
Reaching:	Frequently	*Driving:	Occasionally
Handling:	Frequently	Walking:	Frequently
Grasping:	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
Orientation to time, place or person: Yes
Ability to read at 12th grade level: Yes

Ability to comprehend and follow directions: Yes
Able to keep up a high activity level during the shift: Yes