



RIALTO UNIFIED SCHOOL DISTRICT

At-Risk Counselor Job Description

DEFINITION

The At-Risk Counseling Program is designed to provide supplementary counseling services to identified pupils who are not earning credits at a rate which will enable the student to graduate with the rest of his/her class. The program will ensure that each student, upon reaching age sixteen or prior to the end of the tenth grade, whichever occurs first, will receive a systematic review of his/her academic progress and the proper counseling regarding educational options available to the student. The At-Risk Counselor will ensure that each identified student receives assistance in social, academic or personal problems that prevent them from achieving to their maximum ability. The At-Risk Counselor will interact with staff, parents, and students to assist in problem solving and placement guidance.

ESSENTIAL DUTIES

- Analyzes individual student transcripts referred by site counselors and informs eligible students and parents of status of student progress.
- Assists assigned students in evaluating their aptitudes and abilities through the interpretation of individualized test scores and other pertinent data, and works with students in developing education and occupation plans in terms of such evaluation.
- Provides supplementary counseling services for referred students.
- Assists in placing pupils in appropriate educational programs in consultation with teachers, parents and administrators.
- Serves as the students' case carrier between the comprehensive, alternative, and continuation high schools.
- Consults and assists staff and parents in planning and implementing strategies consistent with student needs.
- Furnishes detailed information on course content of required and elective courses related to graduation requirements to students and parents.
- Advises assigned students and parents of academic offerings that are appropriate to the ability and/or the special learning difficulties of the student.
- Prepares referral report for student service team and/or alternative programs.
- Contributes information for student records, and provides written summaries or written referrals to appropriate individuals.
- Monitors eligible students' progress and suggests appropriate academic options for assigned students.
- Provides information as required to community referral agencies for occupational opportunities.
- Counsels and provides eligible pupils with educational and occupational information in conjunction with their personal skills, desires, and limitations.
- 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.
- Knowledge of school curriculum administrative procedures, and pertinent areas related to the total educational program.
- Understanding of strengths and limitations of individual and group tests and the ability to interpret test results to students and parents.
- Ability to communicate and interact effectively with students, teachers, parents, administrators, and community members in English and Spanish.
- 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.
- Possession of a CLAD certificate or equivalent.
- Possess a valid Class 3 California Driver's license, a private vehicle, and maintain current insurance at all times.
- Bilingual desirable.
- Fingerprints on file as required by State Law
- TB Skin Test as required by State Law.

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	