

# SONORA UNION HIGH SCHOOL DISTRICT

## TITLE I COUNSELOR

### DEFINITION

The Title I Counselor serves targeted students at Sonora High and/or the Alternative Education campus. Because the Title I Counselor serves a comparatively smaller caseload of academically at-risk students, he/she may find it necessary to perform duties different than those provided by regular guidance counselors.

### SUMMARY

The Title I Counselor will work closely with the administrators, counselors, teachers and parents/guardians of the targeted Title I students to plan, implement, and provide intervention and support services to help the students succeed academically, socially, and emotionally.

### EXAMPLES OF DUTIES (Other duties may be assigned):

- Monitor academic achievement and attendance
- Maintain frequent communication with parents/guardians regarding attendance, grades, discipline
- Provide crisis intervention and counseling
- Provide group and individual counseling as needed for academic, career, and social issues
- Attend staffings, placement, IEP, and Section 504 meetings
- Attend counseling department, Alternative Education, and other meetings as needed
- Teach planning, organization, and study skills
- Make home visits if necessary
- Organize and implement support groups
- Act as liaison with off campus services
- Collaborate with appropriate teachers and other appropriate staff
- Maintain progress measures for Title I students

### LICENSE REQUIRED

- Valid California Driver's License
- Bachelor's Degree
- PPS-School Social Work Credential

### GENERAL QUALIFICATIONS

- Integrity
- Willingness to work as a team member
- Accountability
- Organizational skills

Knowledge of:

- School procedures and practices
- Office procedures and practices

- Computer operating methods and software (i.e. word processing, power point, etc.)
- Principles of public relations and artful communication
- Support and intervention strategies for at-risk students

Ability to:

- Understand and communicate effectively with students, staff, and parents
- Lead conferences and small intervention groups
- Create and plan intervention programs
- Collect, organize, and monitor data
- Ascertain student/parent needs and supply targeted support
- Work independently and collaboratively

**TRAINING AND EXPERIENCE**

- Previous counseling experience (desired)
- Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Physical Demands:

- Lifting, pushing and/or pulling normally does not exceed 25 pounds
- Mobility to stand, stop, reach, and bend
- Vision (which may be corrected) at or better than 20-40
- The noise level in the work environment is usually moderate

Other Conditions:

- May be required to use personal vehicle in the course of employment
- May be required to attend periodic evening meetings and/or travel within and out of the District
- May be required to work at a video display terminal for prolonged periods
- Consistent and regular attendance is essential

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

Board Approved: May 17, 2016