

## **Gridley Unified School District Job Description**

---

<b>JOB TITLE:</b>	<b>Counseling Assistant – Secondary Grades</b>	<b>DEPARTMENT:</b>	School Site
<b>DIVISION:</b>	Classified	<b>LOCATION:</b>	Middle/High School Sites
<b>SALARY LEVEL:</b>	Range 4	<b>BOARD APPROVAL:</b>	07/19/2023
<b>REPORTS TO:</b>	School Administrator		

---

**SUMMARY:** Under general supervision of assigned management employee, provides early interventions and emotional / behavior/ academic review and supports to identified middle and/or high school students either individually or in groups; facilitates classroom and school-wide lessons and activities in social and emotional learning, character education, conflict resolution and bullying prevention; participates in ongoing district training; maintains records of service and facilitates collection of data.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### REPRESENTATIVE DUTIES:

- Report to, collaborate with and assist school counselors with daily activities.
- Establish positive relations with children and families, and achieve goals jointly established by site leadership, counselor and/or referring teacher.
- Assist in evaluating student progress in a wide variety of skills, report progress regarding student performance and behavior.
- Assist in screening and assessing students; refer students to school counseling services
- Communicate all matters of importance to site administrator, counselor or designee.
- Communicate with parents as needed, including assisting them with accessing resources, scheduling appointments, and regarding student progress in school.
- Prepare and maintain records of student and family contacts and complete requested reports.
- Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Develop and deliver training and information to students concerning college and career; conduct informational workshops and facilitate classroom presentations related to College and Career; administer skills, interest, and aptitude assessments and surveys.
- Monitor homework, discipline and attendance contracts of highly at-risk students.
- Conducts academic advisement meetings regularly to support students in successful completion of schoolwork.
- Assist in the development, coordination, and monitoring of prevention and intervention programs.
- Assist with the organization and operation of the counseling office and in the delivery of counseling and guidance services such as career exploration, student scheduling, parent awareness programs, conflict management program, and college outreach programs
- Delivers evidence based academic and social/emotional curriculum in small groups.
- Other related duties as assigned

#### KNOWLEDGE OF:

- Special needs, problems and requirements of students with social and emotional struggles.
- Child guidance principles and practices.
- Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communications skills.
- Interpersonal relations skills using tact, patience and courtesy.
- Techniques and methods of child supervision.

- Cultural and physical differences and needs of children.
- Modern office methods, practices, procedures, and equipment.

**ABILITY TO:**

- Assist certificated staff with instruction and related activities of the assigned learning environment.
- Assist students in developing self-help and social skills.
- Print and write legibly.
- Make mathematical calculations quickly and accurately.
- Understand and follow oral and written directions.
- Learn the procedures, functions and limitations of assigned duties.
- Communicate effectively with physically and developmentally disabled children.
- Establish and maintain effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift, restrain and discipline students according to approved policies and procedures.
- Operate instructional and office equipment.
- Take direction and complete tasks
- Comply with all laws, rules, and policies relevant to protected information and maintain a high level of confidentiality

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

High school diploma or general education degree (GED); six (6) months related experience and/or training; or equivalent combination of education and experience, and provide one of the following: completion of two years of study at an institution of higher education, or possession of an associate degree (or higher) from a recognized college or university, preferably in a behavioral science, education or related field.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. BILINGUAL PREFERRED.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

District First Aid and CPR training may be required and will be provided.

**OTHER SKILLS AND ABILITIES:**

Ability to communicate and interact with staff, students, parents, and others in an open, friendly, business-like manner. Basic computer skills.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet to moderate.