

**OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
SCHOOL COUNSELOR – PREVENTION SERVICES**

Certificated Job Description

**RANGE:**

Salary Schedule #73, 205 days

**IMMEDIATE SUPERVISOR:**

Prevention Programs Coordinator II

**ESSENTIAL FUNCTIONS:**

1. The School Counselor – Prevention Services will serve as an advocate for Kern County school students referred for support services in their school of residence, and a liaison between school district and site staff and Kern County Mental Health service providers.
2. The counselor will create a staff development plan on prevention and early intervention programs to support local school staff and students with areas of need to address trauma exposure, and social-emotional barriers that negatively impact learning.
3. The counselor will serve as a direct support for students in their school of residence as necessary when smaller, rural Kern County schools encounter issues of heightened suicide risk and will communicate with school districts on best practices to address these concerns.
4. The counselor will offer guidance and support to Pupil Personnel Services graduate student Interns who will work under his/her supervision to support students referred for support services in Kern County Superintendent of Schools operated Community Schools.
5. The counselor will be available to work with students at-risk of school failure.
6. The counselor will help develop and maintain a student referral and case management system at targeted school sites and will communicate with site staff on how best to serve referred students.
7. The counselor will maintain a professional attitude in working with students, staff and parents.
8. Follow written and oral directions of the site and County Office administrators.
9. Report issues that may endanger a student's well being directly to the site administrator.
10. Attend site and/or County Office staff meetings.
11. Participate in staff development in-service programs.
12. Comply with all requirements of the Kern County Superintendent of Schools Office as specified in policies, regulations and memoranda.
13. Maintain accurate and complete records that are required by law, County Office policy, and procedures.

14. Support the maintenance of a safe and secure campus environment.
15. Use techniques of positive behavior modification, when possible.
16. Follow institutional policy in handling student referrals and custody.
17. Maintain standards of appropriate dress for himself or herself.
18. Other duties may be assigned by the Coordinator, Director and/or Division Administrator as needs arise.
19. Works with teachers and students, K-12 relative to student self-development.
20. Provides self-awareness learning activities to teachers and students and best practices to address bullying and behaviors of concern.
21. Advises students, in small and large groups and individually, in self-development opportunities and responsible decision-making, anger-management and conflict resolution.
22. May develop self-development instructional material and learning experiences.
23. Work with local agencies to maximize student success in school-based counseling programs and assure appropriate support services.
24. To determine academic, vocational, personal and social needs of the changing student population and ability to coordinate the resources to meet those needs.
25. Attends professional conferences, workshops and conferences, as assigned to keep abreast of the latest trends in instructional practices, counseling and student support services.
26. Works with professional and community committees, organizations, institutions and other agencies at the local, state and national level, to promote improved practices in education and counseling services to support at-risk youth.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

3. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional, efficient manner.
2. Possession of a broad repertoire of counseling skills and a knowledge base of community resources.
3. A command of knowledge in his or her field of responsibility.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.
6. Knowledge of and willingness to stay abreast of current trends, innovations and practices of counseling support services and career development.

7. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
  8. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.
- B. Professional Qualifications:
1. Command of information about how students develop, act, think, learn and feel.
  2. Ability to be creative and to make decisions based on sound educational philosophy, institutional requirements, and the best interest of each individual student.
  3. Ability to work with and communicate with people effectively.
  4. Ability to advocate for students at-risk of school failure, or delinquency.
  5. Knowledge of educational philosophies, methods and techniques of instruction.
  6. Possession of a broad repertoire of training skills along with interest in expanding their own knowledge-base and sharing effective prevention and early intervention strategies with others.
  7. Enthusiasm for, and commitment to, assigned tasks.
  8. Ability to establish an appropriate working relationship and rapport with at-risk individuals or groups.

## **TRAINING AND/OR CREDENTIALS**

- A. Education:
1. Must hold a Bachelor of Arts or Bachelor of Science degree from an accredited school.
  2. A Bachelor's degree in psychology or related field; a master's degree in counseling, preferred.
  3. Must possess a valid Pupil Personnel Services Credential.
  4. Valid California teaching credential preferred.
- B. Experience:
1. One year of related counseling experience.
  2. Successful experience working with at-risk or delinquent youth, preferred.
  3. Successful experience working with interagency collaboratives preferred.
  4. Successful experience in education.
  5. Experience in small group counseling activities.

6. Experience with counseling delinquent/pre-delinquent youth.
7. Vocational counseling experience preferred.

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6/26/2013

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