

## EXHIBIT A



### JOB DESCRIPTION (3002-01-2)

#### SCHOOL-BASED COUNSELOR

##### **I. GENERAL DESCRIPTION AND LEVEL OF RESPONSIBILITIES:**

The School-Based Counselor is an on-site direct service provider at a local school. Each on-site Counselor works with high-risk children and their families, teachers, school counselors, other school personnel and administrators. The School-Based Counselor also works with community agencies to make appropriate referrals. The School-Based Counselors report to the Coordinator of School-Based Services in South County and to the Clinical Services Coordinator in North County.

##### **II. SPECIFIC DUTIES, FUNCTIONS AND RESPONSIBILITIES:**

- A. Identifies high-risk children/families that have high probability of developing emotional/behavioral problems.
- B. Assists students in developing behavioral skills for resisting social influences that promote high-risk behaviors through direct instruction, modeling, rehearsal, coaching and reinforcement.
- C. Assists students in developing necessary assertiveness, communication, goal-setting, and problem-solving skills that may enable them to avoid high-risk behaviors.
- D. Provides direct services to high-risk children and families through direct counseling support, networking and referral to community-based agencies.
- E. Provides direct services to families at home through phoning or home contacts for students identified as at-risk.
- F. Sits in on Child Study Team meetings as they relate to the high-risk children/families with whom they may be working.
- G. Provides supportive services or referrals when necessary, for high-risk children and others on campus.
- H. Provides consultation to teachers, counselors, deans, and principals.
- I. Check FSA email every day worked
- J. Licensed staff must meet at least once a month for Clinical Consultation
- K. Provides consultation for successful experiences for high-risk children on site (i.e. school events, sports, playground experience, etc.).
- L. Maintains statistical reports and case records.

##### **III. EMPLOYMENT QUALIFICATIONS AND STANDARDS:**

This position requires a Master's degree or B.A., B.S. in Social Work, Counseling or related fields. Experience may be substituted for Master's degree. Bilingual/bicultural required for some schools. Must have a valid California Drivers License, valid automobile insurance, and a vehicle. Must possess a commitment to assisting children and families.

**IV. SALARY RANGE:**      Dependent upon qualifications and experience.

**V. CLASSIFICATION:**      Non-Exempt.

My signature below verifies that I have received this job description and understand all that it entails. My signature also testifies that all my questions pertaining to this position have been addressed and answered satisfactorily by the supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date