

STOCKTON UNIFIED SCHOOL DISTRICT

**SCHOOL COUNSELOR PROGRAM SPECIALIST**

**DEFINITION:**

The School Counselor Program Specialist in collaboration with other SUSD departments, administrators, school based staff, and external partners to carry out the mission of SUSD School Counseling Department: to ensure that all school counseling teams in the district implement comprehensive, student-centered, data-informed practices through an effective model of leadership, collaboration, advocacy, and systemic change to impact academic, social/emotional, and postsecondary outcomes of ALL students in the district.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Director of Student Support Services and/or designee.

**EXAMPLE OF DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)**

Serving as an expert on all school counseling foundation, management, delivery, and accountability components as outlined by the ASCA National Model. (E)

Systematically collaborating with other school counseling program specialists, SUSD staff, the Master Counselor/Coach Advisory Council, internal SUSD office, and external partners to support student outcomes through school counseling work. (E)

Educating SUSD upper leadership about the appropriate role of the school counselor. (E)

Supporting the districts K-12 school counselors and college access staff. (E)

Serving as a liaison, advocate, and representative of school counselors in order to effect systemic change and educational reform. (E)

Ensuring that student achievement is at the center of our work as school counselors. (E)

Fostering school counselor leadership across the district. (E)

Developing and promoting a culture of collaboration between SUSD school-based school counselors, the union, and school counselor educators. (E)

Engaging in collective inquiry that is action-oriented, results-focused, and promotes best practices in the district. (E)

Ensuring that the school counselor voice is represented in the development of district policies, procedures, and initiatives. (E)

Developing online resources, communications, surveys, toolkits, fliers, and templates. (E)

Strengthening comprehensive, data-driven school schooling programs in every school through the use of Evidence-Based Implementation Plans. (E)

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Reinforcing the use of the ASCA National Model and REACH Framework for School Counselors throughout the district in all schools. *(E)*

Delivering a large number of trainings/coaching/webinar sessions annually. *(E)*

Co-managing the districts RAMP pipeline by facilitating tailored, working-sessions “RAMP Camps,” and coaching schools in various stages in the process. *(E)*

Serving as the Web Content Author for the SUSD School Counseling Department Knowledge Center. *(E)*

Coordination and support of the School Counseling Internship Program. *(E)*

Supervising department interns. *(E)*

Contributing to the development of an updated REACH Framework for School Counselors, including resources. *(E)*

Defining recommended best practices to support the academic, social/emotional, college, career and community development of all students in SUSD. *(E)*

Working with the Director of Student Services to establish a strategic plan for the school counseling department, including goals, metrics, timelines, and action plans. *(E)*

Maintaining and submitting individual metrics and required documentation established by Director of Student Support Services. *(E)*

Coordinating the work of Master Counselors and Coaches Advisory Council. *(E)*

Promotes communications with students, school personnel, parents and others to enhance the delivery of the school counseling program and district initiatives. *(E)*

Participates in meetings with external partners and district personnel to inform, review, and make determinations related to new initiatives programs, proposals. *(E)*

Participates in relevant administrative meetings conducted by the Director of Student Support Services. *(E)*

Represents the district at relevant local, state, and national school counseling meetings, conferences, and events. *(E)*

Continues own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities to serve as a regional, state, and national leader in the school counseling profession. *(E)*

Performs such other tasks and duties as may be assigned; follows Board Policies and stays abreast of updates and changes. *(E)*

Maintains regular and prompt attendance in the work place.

Performs other duties as assigned by Director of Student Support Services.

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## QUALIFICATIONS

### Knowledge of:

- Thorough knowledge of the ASCA National Model, Multi-Tiered, Multi-Domain System of Supports, and SUSD REACH Framework for School Counselors
- Thorough knowledge of school counseling theory & practices
- Thorough knowledge of district initiatives, policies, and protocols
- Experience with the needs of students and their families
- Ability to produce professional, visually appealing, high-level communications and presentations
- Innovated, enthusiastic, energetic, adaptive, positive
- Able to organize and sequence activities and manage large, complex projects
- Collaborative working style and strong work ethic
- Working knowledge of G Suite (Google docs, sheets, forms, slides etc.), California Dashboard.
- Demonstrated skill and effectiveness in working with diverse populations
- Strong communications and interpersonal skills
- Skills and ability to serve as an educational leader and advocate, including the ability to plan, organize and facilitate staff meetings, planning processes, and community events

### Ability to:

Employees in this position must have/be able to:

- Plan, organize and manage multiple projects and establish priorities;
- Relate well to students; parents and others;
- Assist others in problem solving;
- Communicate clearly and succinctly;
- Relate to diverse cultures;
- Work independently as well as a member of a team to make decisions with established guidelines;
- Facilitate and lead group and staff development trainings
- Communicate effectively orally and in writing
- Establish and maintain cooperative working relationships with others.

### Education and Experience:

Pupil Personnel Services (PPS) School Counseling credential – as required by law. Administrative Services Credential preferred. A minimum of three (3) years successful experience as a school counselor. Experience presenting staff development workshops.

### License and Certificate:

Must have a valid California Driver's License and evidence of insurance

Possession of a valid First Aid and CPR certificate must be obtained within sixty (60) days from date of hire.

## WORKING CONDITIONS

### Environment:

Employees in this position will work in office, classroom and school environments.

Will be required to drive a vehicle to conduct work and be required to make presentations to groups.

### Physical Demands

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.

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- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 pounds at waist height for short distances.
- Occasionally lift and/or carry up to 50 pounds at waist height, with assistance.
- Push/pull up to 100 pounds.
- Reach overhead, above the shoulders and horizontally, grasp.

### Salary Placement

Stockton Pupil Personnel Association (SPPA)

193 Work Days

Board Approved 06/25/08

Revised: 6/05/19