

SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	Child Welfare and Attendance (CWA) Counselor
ADMINISTRATIVE RELATIONSHIP	Under the general direction of the Child Welfare and Attendance Coordinator Assistant Superintendent or designee.
CLASSIFICATION	Certificated
REQUIREMENTS	<p>Experience: Five years prior public school counseling experience in a secondary setting.</p> <p>Education: Bachelor’s degree in education or a related field required. A Master’s degree in Counseling or a related field is required.</p> <p>Certification: Pupil Personnel Services Credential (CWA emphasis preferred).</p> <p>License: Possession of a valid California driver’s license.</p>
SALARY SCHEDULE	Certificated Salary Schedule
WORK YEAR/HOURS	195 Days
LOCATION	Various
BOARD APPROVAL	May 11, 2022

BASIC FUNCTION
Under the general direction of the Assistant Superintendent of Student Services or designee the Child Welfare, and Attendance Counselor supports at-risk students in building positive school connections and achieving success, both socially and academically. The CWA Counselor facilitates student placements, provides direct counseling services, and liaises with families and resource providers to ensure students and their families are receiving necessary support.

DISTINGUISHING CHARACTERISTICS
Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Advocates and provides individualized support and monitoring for students in alignment with District policies and processes; focus on students who are foster youth, homeless, pregnant, with young families, justice-engaged, in crisis, enrolled in alternative programs, or otherwise considered at-risk or disenfranchised
- Proactively identifies at-risk students and implements preventative measures to support student success
- Reviews transcripts, student records, and interventions, and determines eligibility for modified graduation eligibility
- Consults with site administration and collaborates with families to explore alternative education options
- Utilizes effective group and individual counseling skills, including but not limited to the areas of family counseling, crisis intervention, suicide intervention, behavior modification, and mental health
- Determines appropriate school placements for identified students
- Provides consultation support at school sites
- Conducts home visits and welfare checks, as appropriate
- Collaboratively develops intervention plans to support student engagement
- Communicates and collaborates effectively with staff, families, and external service providers
- Coordinates with a variety of stakeholders to ensure students and families access appropriate support and resources
- Participates in the development and implementation of district initiatives and policies
- Participates in multi-disciplinary and integrated learning support services, including but not limited to the Student Success Team (SST), School Attendance Review Board (SARB), and Multi-Tiered System of Supports (MTSS) Committee, Section 504, and IEP meetings, as appropriate.
- Completes reporting accurately and on time using appropriate systems and processes
- Assists in accomplishing department or District goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties related to the job or department, as assigned
- Commitment to the mission of a public high school system focused on providing equitable opportunities and outcomes for its most disenfranchised, historically marginalized, and vulnerable students and families.
- Strong conceptual, analytic and organizational/systems thinking necessary to interpret data, inform goals and strategy development, and lead implementation/execution.

KNOWLEDGE OF:

- Appropriate District policies and procedures
- Possess knowledge and understanding of a variety of counseling and teaching procedures and techniques with
- demonstrated ability to counsel effectively with students, parents, and teachers.
- Demonstrate the ability to address social/emotional concerns with students, staff, and families

- Knowledge of school curriculum administrative procedures, and pertinent areas related to the total educational program.
- Understanding of strengths/limitations of individual & group tests & the ability to interpret test results for students & parents.
- Ability to communicate and interact effectively with students, teachers, parents, administrators, and community members.

ABILITY TO:

- Plan, organize, and develop programs that prepare students for college and career
- Perform decision analysis that requires the application and interpretation of data, facts, procedures, and policies
- Work with online systems and technology to enhance student learning
- Provide appropriate and effective interventions for students
- Implement research, collect and analyze data, and report preparation
- Suggest appropriate and effective interventions for pupils from a diverse population.
- Identify and connect schools with innovative and creative opportunities to prepare students for college and career readiness
- Work independently
- Make decisions in the best interest of students
- Organize tasks, set priorities and meet deadlines, manage multiple tasks
- Communicate effectively in writing and verbally
- Facilitate conversations about work as it relates to district goals
- Ability to remain calm and deescalate tense situations
- Ability to form trusting and collaborative relationships with students, colleagues, and families
- Ability to maintain confidentiality
- Ability to apply sound judgment in decision-making
- Ability to analyze and apply data and research
- Ability to manage timelines and meet time-related goals
- Ability to work both independently and collaboratively
- Ability to travel to sites across the district

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read a variety of materials and computer screens, and prepare/process documents
- Ability to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop, and reach.
- Ability to push, pull, and transport instructional and presentation materials.
- Ability to drive a personal vehicle to conduct business.

- Hearing and speaking to exchange information and make presentations. Sitting or standing for extended periods of time.