

Duty Statement

Counselor

1. Serves as a resource for all teachers and assigned students. (Codes 7, 8)
2. Assumes duties and responsibilities with respect to the reinforcement of appropriate school behavior and discipline in accordance with state law and district policies. (Codes 1, 7, 8)
3. Coordinates with pupil services personnel, including the psychologist, school nurse, and speech therapists. (Codes 3, 4, 7, 8)
4. Assumes similar responsibility for contacts with community agencies that work directly with the school & provide Medi-Cal covered services. (Codes 4, 8)
5. Performs preliminary evaluation of students referred to them by administrators, advisors, teachers, and others, and requests the services of the district and community service agencies. (Codes 2, 3, 4)
6. Helps plan with the school principal for vocational guidance, testing, and other related counseling programs. (Codes 1, 3, 4)
7. Provides assistance to teachers to interpret the abilities and needs of students. (Codes 2, 3, 4, 7, 8)
9. Formulates and evaluates procedures whereby individual pupils develop educational plans and are scheduled into the subjects of their choice which meet the needs of their educational plans. (Code 1)
10. Performs such other duties as may be assigned by the administration. (Codes 1)
11. Attends in-service workshops and counseling meetings for the purpose of maintaining professional competence. (Codes 1, 3, 4)
12. Attends training sessions, meetings, and conferences involving Medi-Cal Administration. Completes MAA time survey forms quarterly. (Code 15)
13. Consults and collaborates with Student Study Team to promote a school climate responsive to the needs of students. (Codes 7, 8)
14. Informs children and their families on how to effectively access, use, and maintain participation in all health resources under the federal Medi-Cal/Healthy Families program. (Code 4, 8)
15. Makes referrals, coordinates with other staff members, and schedules certain Medi-Cal covered services, but NOT to include the state-mandated health services. (Codes 4, 8)

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16. Arranges for or provides translation services (oral, written, or signing) that assist the individual to access and understand necessary care or treatment covered by Medi-Cal. (Code 12)
17. Works with other agencies providing medical services, to expand access, and to improve collaboration of Medi-Cal covered services within the school environment. (Code 14)
18. Schedules or arranges transportation to Medi-Cal covered services. (Code 10)
19. Assists with filling out and/or gathering information for Medi-Cal application. (Code 6)
20. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
21. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
22. Reviewing school policies, procedures, or rules. (Code 16)
23. Providing general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
24. Evaluation of employee performance. (Code 16)
25. Completing personal mileage and expense claims. (Code 16)
26. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)