

**JEFFERSON ELEMENTARY SCHOOL DISTRICT  
101 LINCOLN AVE.  
DALY CITY, CALIF. 94015**

**CERTIFICATED VACANCY**

**PLEASE POST**

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**1 POSITION:** School Counselor

**EMPLOYMENT TYPE:** Full Time

**SITE:** District Position – Assigned to 2 Elementary Schools

**CREDENTIAL:** Valid Pupil Personnel Credential

**CLOSING DATE:** **June 12, 2014 4:00 p.m.**

**APPLICATION:** Send District Application  
(Available to print out from our website [www.jsd.k12.ca.us](http://www.jsd.k12.ca.us))  
Attach cover letter of interest, resume and 3 letters of  
recommendation by U.S. mail or you can email all  
documents to:

Roberta Lybrand,  
Personnel Technician, Certificated  
Jefferson Elementary School District  
101 Lincoln Ave.  
Daly City, CA 94015  
[rlybrand@jsd.k12.ca.us](mailto:rlybrand@jsd.k12.ca.us)  
(650) 746-2422

**SALARY:** Current placement on Certificated Salary Schedule-  
\$51,225 (Step 1 w/MA) - \$65,582 (Step 9 w/MA), 190  
days \* Start date August 12, 2015

**OTHER INFORMATION:** Positions to start in 2015-16 school year. Excellent benefit package. \*Note to applicants whom are currently accumulating clinical hours towards licensure. Jefferson Elementary School District is unable to provide supervision at this time for candidates who are seeking hours towards licensure.

\*Job description attached

## School Counselor

### Job description:

Elementary School Counselor: Provide services to elementary students identified as at-risk of not performing at grade level. Identification of these students will be based on academic performance and information from prior grade level transition meetings. Services will focus on assessment, early intervention, group guidance activities, and parent involvement programs.

Middle School Counselor: Provide services to middle students focusing on high school and post-secondary planning to include programs on social/emotional learning: crisis counseling and guidance counseling: high school planning/requirements, and high school recommendations; college and vocational information; including group guidance activities.

### Supervision:

The School Counselor is directly responsible to the Principal. They will also report to the Student Services Program Director.

### Scope of Work:

- Serve as a lead in the implementation of a comprehensive counseling program that supports a rigorous standards-based curriculum and meets legal requirements.
- Works cooperatively with other guidance personnel to implement guidance services, as organized and coordinated by the lead of student services.
- Assists students in defining long range educational goals by providing information on graduation requirements, academic honors, high school entrance requirements, and community service learning projects.
- Assists with the student registration process and orients new students and parents to the school program and the various guidance services available.
- Consults with school personnel concerning special abilities, problems, or issues that students may have related to families, students or staff.
- Refers students to other professionals, agencies, or organizations when appropriate.
- Interprets to pupils and parents school rules, regulations and programs.
- Interprets test data to students, parents, and teachers.
- Responsible for record keeping and compliance reports to support the maintenance of accurate and complete cumulative records.
- Participate in student support meetings such as Parent Meetings, Parent & Teacher Conferences, Attendance Meetings, and/or Tiered Support Meetings.
- Serve as a liaison to the middle schools or high schools to implement a transition program to support for a successful transition to middle school/ high school
- Assist with the coordination of specialized services for students with learning needs;

including IEP's and 504 Plans.

- Coordinate after-school academic, social/emotional, and or programs that benefit a student's academic success as requested by supervisor.
- Participates in various school teams to promote school climate, support social & emotional learning, and student achievement.
- Any other duties assigned within the capacity of direct student support services.
  
- **Qualifications:**  
Valid California Pupil Personnel Services Credential  
B.A./B.S), M.A./M.S.  
Prefer: Minimum 2 years working in an academic setting providing guidance and/or mental health services to youth K-8 grade.

**Knowledge, Skills, and Abilities:**

1. Excellent communications skills, both written and oral
2. Ability to establish and maintain effective working relationships with staff
3. Proficient in use of databases, spreadsheets and/or other software programs to support analysis of student performance data and monitor student progress.
4. Bilingual preferred Bilingual speaking, reading, and writing in Spanish, Tagalog, and /or Arabic.
5. Knowledge of primary or secondary curriculum, administrative procedures, and pertinent areas related to the total education program.

**Salary & Work Year:**

- Placement on the Teachers Salary Schedule with 5 additional work days
- Full-time.
- Responsibilities may include late afternoon and evening work.
- \$1100 Masters Stipend, 2<sup>nd</sup> qualifying Masters an additional \$1100