

Liberty Union High School District
JOB DESCRIPTION

DISTRICT TARGETED-ASSISTANCE COUNSELOR

DEFINITION

Under the direction of the Director of Administrative Services, the District Targeted-Assistance Counselor (DTAC) will provide intensive and personalized support, often after normal school hours, to students in the comprehensive high schools whose graduation is considered to be at a high level of risk due behavior and related factors.

EXAMPLES OF DUTIES

Working with students identified as at a high risk of non-graduation by the counselors and/or psychologists at the comprehensive high school, the DTAC will communicate with the assigned counselor (or special education case managers) regarding supplemental counseling support needed; will schedule personal meetings with referred students and their parent(s)/other significant family members; will maintain a regular schedule of visits to the comprehensive school sites; may run individual or group therapeutic sessions on topics such as anger management, substance abuse prevention, abusive family relationships, etc., as the need arises; will provide occasional evening parent education events, parenting training or ongoing support groups; will be available after-hours for personal conferences or crisis intervention; and perform related supplemental counseling duties as assigned. (Note: caseload not to exceed standard for district counselors)

QUALIFICATIONS

Education: Bachelor's Degree, PPS credential, MFT certification

Knowledge of : Individual and group counseling techniques
Crisis intervention techniques
High school graduation requirements, including CAHSEE
Community resources for unique or intense support service needs
Effective communication skills, both oral and written
Bilingual fluency in Spanish preferred but not required

Ability to: Establish positive communication with regular high school counselors
Be comfortable interacting with challenging adolescents, who may, occasionally, be in crisis
Conduct individual and group counseling sessions with both adolescent or adult participants
Work an "off-hours" schedule as described below
Comply with district policies, procedures and practices regarding appropriate interactions with students

WORK HOURS: 10:00 am – 5:05 pm M - W, F; 12:55 pm – 8:00 pm Th (can be flexed)

WORK YEAR: Standard counselor work year, all 180 instructional days and 7 additional as approved by supervisor

WORK SITE: Based in District Office, access to private office space at each site

SALARY: Certificated Salary Schedule based on education and experience, plus 8% Mileage reimbursement for travel between sites