



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

Job Title: Counselor Intern

Position Type: <b>Certified</b>	Department: <b>Counseling</b>
Salary Schedule: <b>Certified</b>	Reports to: <b>Site Administration</b>
Salary Range: <b>Certified</b>	Location: <b>School</b>
Term of Employment: <b>9 months</b>	Date: <b>August 23, 2023</b>
Shift: <b>Day</b>	Approved By: <b>Human Resources</b>

### POSITION SUMMARY:

The school counselor assistant contributes to the District's goal to commit to preparing today's youth for tomorrow's challenges by maximizing their options for life through academic and social growth, by carrying out responsibilities to support certified school counselors.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### ESSENTIAL FUNCTIONS:

- Knowledge of the role of a School Counselor as defined by the American Counselor Association (ASCA) standards for school counselors.
- Completes a variety of duties to help school counselors with administrative, clerical and other counseling related tasks.
- Assist school counselors to implement a comprehensive school counseling program based on the *ASCA National Model: A Framework for School Counseling Programs*, which monitors student progress and provides personalized support for students not on track to graduate within four years.
- Support 504 referral, evaluation, and accommodation processes for students in one's caseload.
- Remain current with federal/state law and statutes and district policies related to college and career readiness.
- Remain current with postsecondary college and career opportunities, including changes to college admission and financial aid criteria (especially, but not limited to FAFSA), if applicable.

- Meet regularly with the school counseling team to proactively support school counselor tasks.
- Assist school counselors in paperwork in student registration, scheduling, follow up with students and families, and school counseling website maintenance.
- Communicate with students and families to increase student engagement, attendance, and knowledge of resources. Contact community resources on behalf of families as needed.
- As appropriate, teach counseling lessons, including Education and Career Action Plan (ECAP).
- Assist with data collection and analysis related to academics, behavior, and attendance.
- Take notes during student and family meetings (as deemed appropriate).
- Effectively communicate with parents and district personnel at all levels.
- Ability to develop and maintain cooperative and effective professional relationships with teachers, counselors, administrators, parents, students and work with diverse populations and cultures.
- Understanding of academic requirements that lead to high school graduation
- Knowledge of college and career readiness programs as well as postsecondary options.

#### **MARGINAL DUTIES:**

- Other job related duties as assigned by the school counselors.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

#### **SUPERVISORY RESPONSIBILITIES:**

- None

#### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Valid fingerprint clearance card from the Arizona Department of Public Safety.
- Must hold a valid teaching or substitute certificate issued by the Arizona Department of Education.

#### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree or equivalent experience. Must be working on a School Counseling, Social Worker or Psychology Master's Degree.
- Classroom teaching experience or demonstration of effective classroom instructional practices (preferred).
- Prior experience in school counselor related coursework or work experience (preferred).
- Experience in college and career readiness work including the knowledge of academic, social emotional, and college and career development (preferred).
- Experience with use of technology in research, school counseling program development, management, and delivery.
- Knowledge of ASCA Mindsets and Behaviors for Student Success (preferred).
- Must meet standards set forth by Deer Valley Unified School District.

### **LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules and procedures manuals.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of Deer Valley Unified School District.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

### **COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*

**AN EQUAL OPPORTUNITY ORGANIZATION:** The district does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap/disability, or national origin.