

**Lead School Counselor**

**Definition:**

The Lead School Counselor will, in collaboration with District Administration, develop the MDUSD Counseling Program. The Lead will support School Counselors in providing all students with equitable access to comprehensive counseling services. The MDUSD Counseling Program shall focus on supporting students' academic success and personal / social development.

**Directly Responsible to:**

Director of Special Projects, or designee

**Duties and Responsibilities shall include but are not limited to:**

- Support and coordinate professional development K-12 for School Counselors
- Support, provide input and develop the agenda for the School Counselor monthly meetings
- Provide support, advice and consultation to other School Counselors on cases as needed
- Meet monthly with Directors of Students Services and Special Projects to discuss District information, initiatives, actions, School Counselor responsibilities and other matters related to the Counseling program
- Assist with new hire orientation for School Counselors at the start of members' work year
- Serve as School Counselors' liaison to District and community resources
- Use expanded Aeries access to support, review and analyze K-12 data related to Counseling program
- Provide guidance and training, as needed, to Coordinate Care Team, Positive Behavioral Intervention and Support (PBIS) and Restorative Justice practices
- Provide guidance and training, as needed, on scheduling, college and career options and related resources
- Facilitate and lead the School-Based Support Team (monthly meeting with reps from each of these groups: Psychologist, Child Welfare and Attendance (CWA), Behaviorist, Equity)
- Periodically attend meetings to share School Counselor information and learn about District programs and initiatives (i.e. Principal, Psychologist, Social Work Specialists, Equity Advisory, Career Technical Education (CTE), Advisory, College and Career Advisors, LCAP Stakeholder group).

- Assist with organizing K-12 Counseling Programs aligned to LCAP (College and Career, Professional Learning, Parent/Family Community Engagement)
- Coordinate the School Counselor Internship Program
- Assist with intern placements and recruitment
- Help create District School Counselor evaluation rubric/tool
- Help create District wide protocols/assessments for use by School Counselors

Qualifications:

- To apply the candidate must have permanent status in MDUSD and have worked in the District for a minimum of 2 years as a full-time school counselor
- Must meet all qualifications: Knowledge, Skills, Education, Training and Experience required for the School Counselor position

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see in order to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table or in meetings in various configurations; ~~hear and understand speech at normal levels; kneel and bend at the waist, reach overhead, above the shoulders, and horizontally; lift and move objects weighing up to 25 pounds.~~

The Lead School Counselor shall be released from their regular duties and responsibilities for 20% of a full-time assignment. While serving in the Lead School Counselor position, the remainder of counselor's assignment must be at the elementary level.

The Lead School Counselor position will be posted, for internal candidates only, every two years and shall commence with the beginning of the 2017-18 school year.

The Lead School Counselor shall be paid on the 195 day salary schedule for School Counselors effective the beginning of the 2017-2018 school year

Adopted by the Mt. Diablo Unified School District Board of Education: \_\_\_\_\_