

**CHICO UNIFIED SCHOOL DISTRICT
ELEMENTARY COUNSELING ASSISTANT**

DEFINITION

Under direction of site administration or designee, provides early intervention and emotional/behavioral/academic review and supports, to identified students either individually or in groups. Facilitates classroom and schoolwide lessons and activities in Social and Emotional Learning, character education, conflict resolution, and bullying prevention. Participates in ongoing District training, maintains records of service and facilitates collection of data.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Work individually with identified children, facilitating social and life skill lessons.
- Establish positive relationships with children and achieve goals jointly established by site leadership and/or the referring teacher.
- Assist in evaluating student progress in a wide variety of skills; report progress regarding student performance and behavior.
- Assist in screening and assessing students.
- Communicate all matters of importance to site administrator or designee; communicate important information to parents when so directed.
- Assist with organizing and compiling evaluative data.
- May assist certificated teaching staff with the development and preparation of instructional materials.
- Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Child development theory and principles;
- Basic subjects taught in schools;
- English usage, spelling, grammar and punctuation;
- General needs, learning styles and behavior of children;
- Basic clerical procedures;
- Simple record keeping procedures;
- General methods of education and tutoring;
- Basic techniques to motivate students and manage student behavior;
- Safe work practices;
- Reading, language development, and mathematics equivalent to high school competencies.

Skill to:

- Learn to operate equipment, including technology, used as educational aids;
- Operate office equipment.

Ability to:

- Learn the procedures and functions necessary to perform assigned duties;
- Learn instructional terminology, educational philosophies, concepts, materials, methods and procedures;
- Learn the general signs and indications of healthy social/emotional functioning in children;
- Utilize active listening skills;

- Compile records and prepare reports;
- Effectively work with students and school community;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Recognize potential of students and encourage their participation in educational programs and activities;
- Assist with the instructional and related activities of the assigned learning environment;
- Supervise and discipline students according to approved policies and procedures;
- Read, write and understand the English language;
- Perform clerical duties, including, but not limited to data entry into District databases;
- Maintain confidentiality of student and school information;
- Demonstrate an understanding, patient and receptive attitude toward children;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Some experience working in an organized education or childcare setting.

Training:

- Equivalent to the completion of the twelfth grade.
- Supplemental specialized training in child development, education or a related field is desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a school site environment.