

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Resource Counseling Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-26/CSEA 125 Salary Schedule

(Former Classification: Bilingual Resource Counseling Assistant)

LANGUAGE OPTIONS

Incumbents are required to speak, read, and write fluently in English and one of the following language options: Hmong, Lao, Spanish or other foreign languages as required by the District to communicate, translate and assist in the education of each student at a high level.

DISTINGUISHING CHARACTERISTICS:

Resource Counseling Assistant – Incumbents do not require a second language.
Resource Counseling Assistant (Bilingual) – Incumbents are required to speak, read and write in English and a second language.

BASIC FUNCTION:

Under general direction of an assigned supervisor, counsel students with social or emotional problems to provide students access to high quality learning options, alternatives and various activities in order to achieve their personal best; work with teachers and counselors to provide cultural expertise during counseling sessions; work with administrative and site personnel with activities, Parent Education, and Parent Involvement; provide professional translations for students, families and school personnel to ensure comprehension of information.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Assist students and families in resolving health, behavior, attendance and other problems to support students in achieving their personal best and reaching educational excellence. *E*

Promote and encourage students' educational and vocational plans to expand practices proven to raise student achievement. *E*

Provide in-service for school staff regarding cultural awareness to ensure better understanding and to support the needs of diverse students and families. *E*

Make home visits in a reasonable, timely manner and assist in home/school communication by translating either in oral or written form to help establish collaborative relationships with families and to encourage students to learn at grade level and beyond. *E*

Provide sessions with small groups of students to facilitate communication and understanding of social, emotional and educational problems, under the supervision of a certificated person. *E*

Perform clerical duties including, filing, copying, record keeping and preparation of routine reports; operate a variety of office equipment including but not limited to copiers, typewriters, fax machines, computer and assigned software. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school with some college courses in child development or counseling desirable; some work experience in dealing with needs and problems of students in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; must pass Fresno Unified School District's language tests to demonstrate proficiency in English and a designated second or third language if hired or assigned to a bilingual position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Oral and written skills using correct grammar, spelling, punctuation and vocabulary in English and a designated second or third language as related to assigned duties.
Diverse cultural backgrounds.
Policies and objectives of assigned program and activities.
District and community resources.
Applicable State, federal and District rules, regulations related to assigned activities.
Accurate record-keeping and filing techniques.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Basic operation of a computer to enter data and other office equipment.
Health and safety regulations pertaining to current work.

ABILITY TO:

Understand, communicate, interpret, read, write and translate effectively in English and a designated second or third language as related to assigned duties.
Comprehend and apply rules, regulations, procedures and policies.
Listen to students problems with patience and understanding.
Learn and communicate the goals and general provisions of the program.
Facilitate program development, as assigned.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Learn new or updated computer systems/software programs to apply to current work, as trained.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

office and home environment; driving a vehicle to conduct work; daily contacts with students, families, teachers, and administrators; constant interruption; repetitive activities; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, walk, sit or stand for extended periods of time; dexterity to operate a computer and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information; seeing to read and prepare materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions