

STUDENT ASSISTANCE SERVICES COUNSELOR

The Student Assistance Counselor's responsibilities, under the supervision of the Director of Pupil Personnel Services, encompass personal/social concerns of students, parents and staff. These concerns are handled by the counselor in individual and group settings.

The Student Assistance Counseling Processes Are:

1. Consultation and referral
2. Gathering and interpreting data
3. Decision making, problem solving and behavior modification
4. Follow-up and evaluation.

Specialized Job Functions

1. The counselor will be responsible for the following activities:
 - a. Facilitating community interaction through liaison contact with treatment facilities, parent organizations and service clubs.
 - b. Assess students for possible referral in areas of depression, eating disorders suicide, stress, and chemical dependency as assigned by S.A.S. core team.
 - c. Follow up on all recommendations for counseling and/or treatment within 3 to 4 weeks.
 - d. Facilitate the twice-monthly S.A.S. Advisory Committee, consisting of representatives of each school core team.
 - e. Development of community outreach seminars as defined by S.A.S. Advisory Committee.
 - f. Development and implementation of clinical training for counseling and support staff.
 - g. Facilitate development of and assist in facilitation of support groups for both students and staff.
 - h. Will meet weekly with Pupil Personnel Services Director to discuss S.A.S. program.

- i. Will report to Board of Trustees and superintendent about S.A.S.
 - j. Will schedule and coordinate staff inservices relative to S.A.S. issues.
 - k. Develop program assessment and evaluation tool as well as a three-year plan with goals and objectives.
2. Performs personal counseling as per student need.
 3. Will assist in district counseling program as directed by the Director of Pupil Personnel Services.
 4. Serves as resource person to the staff, students, parents and community.
 5. Serves on school and district committees which relate to student welfare, community awareness and evaluation of counseling programs.
 6. Facilitates referrals to appropriate agents or agencies for students and parents.
 7. Continuously evaluates program priorities and time utilization.
 8. Performs other duties, in the best interests of the students, as assigned by the Director of Pupil Personnel Services.