

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, California 93305  
Personnel Services

**TITLE:** **COUNSELOR (FULL-TIME)**  
**DATE (Drug, Alcohol, Tobacco Education) and**  
**TUPE (Tobacco Use Prevention Education)**

**QUALIFICATIONS:**

1. California pupil personnel services credential
2. Knowledge of current research for at-risk students on alcohol, tobacco, drugs, and violence programs and strategies
3. Ability to research district data to identify and provide services to at-risk students and their families, resulting in intervention and prevention of alcohol, tobacco, drugs and violence
4. Experience working in school setting with at-risk students
5. Knowledge of computers skills to locate records of students in need of services

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To help students overcome problems that impede learning and assist them in educational and personal adjustment

**PERFORMANCE RESPONSIBILITIES:**

1. Assists, advises and is responsible for facilitating and coordinating school guidance program including individual and small group counseling sessions
2. Identifies needs and works with pupils, teachers and parents in adjustment of pupils and planning of effective home-school relations
3. Provides parent effectiveness training classes
4. Provides and plans educational and vocational counseling
5. Assists with enforcement of laws relating to compulsory education, coordination of child welfare and attendance activities involving school and home, and school adjustments
6. Makes recommendations for adjustment of pupils through program of tests and measurement
7. Processes referrals, gathers data, keeps records and makes reports as required
8. Is responsible for placement, orientation, welfare, group activities, homeroom and work permits as assigned by principal
9. Interprets school and district guidance program
10. Utilizes district guidance services
11. Assists staff in promoting coordinated educational program
12. Assists with advancement of staff in areas of test techniques, group and individual needs, behavior modification, etc.
13. Secures community support resources for program families
14. Collaborates with other agencies for communication of community problems
15. Releases other personnel in cases of emergency for short periods of time
16. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; teacher salary schedule

**EVALUATION:**

Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable