

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Counselor, English Language Learner	<b>CLASSIFICATION:</b>	Certificated Non-Management (SCTA)
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	3410	<b>WORK YEAR:</b>	184 Days
<b>DEPARTMENT:</b>	Assigned School Site	<b>SALARY:</b>	K-12 & Preschool Teachers Sal595.18 (ac)-2.98(s)TJy6(T)-

5. Counsel with ELL students to help them better understand themselves and others and to effect changes in behavior, attitudes, motivations, self-concepts, and other important areas of human behavior. **E**
6. Counsel with ELL students on both an individual and group basis regarding problems of social adjustment, vocational and educational goals, and personal problems; observe behavior in the classroom and on campus to gain further insight into interpersonal problems and development needs of ELL students. **E**
7. Assist in identifying the special needs of ELL students, and initiate referrals to other special services personnel as necessary. **E**
8. Provide supplemental counseling with parents regarding educational, social, emotional, and vocational problems of their children; interpret the school program to parents and help them better to understand their child's abilities, needs, and opportunities. **E**
9. Conduct supplemental training of students and teachers to provide student-led parent teacher conferences in conjunction with the school's Title I parent involvement program. **E**
10. Provide supplemental services to ELL students, such as social/emotional support, home visits/phone calls, and language development; conduct home visits within regular work hours and within the guidelines of the District/SCTA Home Visit Program. **E**
11. Attend meetings, prepare correspondence and reports, and maintain and review cumulative student records. **E**
12. Conduct or cooperate with others in conducting local research related to ELL student needs and the effectiveness of school services in meeting these needs. **E**
13. Provide bilingual services to ELL students, staff, and parents; interpret for ELL students and/or parents upon their request in a variety of settings; translate or provide existing translated official district documents, as well as varied district, department, and school communications. **E**
14. Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

**TRAINING, EDUCATION, AND EXPERIENCE:**

Master's degree is required from an approved institution, preferably with a major in counseling, social work, psychology, or related field, or a commitment to obtain such master's degree within a maximum of three years after appointment. Preference will be given to candidates with certificated teaching experience in public or private schools. Counselor must be bilingual.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Standard Designated Services Credential with a specialization in Pupil Personnel Services, or credentials of equivalent authorization, issued by the California Commission on Teacher Credentialing are required. Possession of a CLAD. Preference will be given to those holding a BCLAD and the credential on a completion of requirement basis.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

School site office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**WORK SCHEDULE AND SALARY**

A Counselor, English Language Learner, is assigned to the teachers' salary schedule and works 10 extra days, for which extra per diem pay is granted at the employee's regular daily rate.