

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/82 <small>Effective Date</small>	<u>CHILD DEVELOPMENT SPECIALIST, CHAPTER I</u> <small>Job Title</small>	1.5.2A <small>Index</small>
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1. Primary Function: Develops and implements guidance program and guidance program management activities consistent with District Guidance Administrative Guidelines to assure that planned activities will be conducted that effectively and efficiently allow students in the Chapter I Basic Skills and Preprimary program to achieve greater academic success.
  
2. Responsible to: Building Principal.
  
3. Assigned Responsibilities:
  - 3.01 Participates with students and families in individual and group counseling.
  - 3.02 Develops and conducts group guidance activities.
  - 3.03 Provides to teachers resource and instructional materials and resource persons that promote the achievement of guidance goals and objectives.
  - 3.04 Participates with staff and parents in a consulting relationship regarding student needs, developing and implementing cooperatively approaches that will allow students to meet their needs.
  - 3.05 Monitors students for special needs to assure that appropriate referrals and/or plans are made.
  - 3.06 Develops a resource file. Refers students, parents, and/or staff to appropriate referral resources, participates with the resource in the activity with the referred person, when appropriate, and conducts follow-up of the effectiveness of the referral resource activity.
  - 3.07 Conducts parent education groups.
  - 3.08 Participates in regular department and District guidance staff meetings to develop and coordinate guidance program activities and improve counselor competence.
  - 3.09 Evaluates individual and program methods and activities, using the data to improve guidance programs.
  - 3.10 Follows specified standards, policies, and procedures of the Chapter I Program, building, and District.

Additional Responsibilities:

  - 3.11
  - 3.12
  - 3.13
  
4. Minimum Qualifications:
  - 4.01 Elementary: Valid Counseling Certificate or approval by Oregon Department of Education as Child Development Specialist.
  - 4.02 Secondary: Valid Counseling Certificate.

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4.03 Demonstrated ability to:

- 4.03.01 Actively listen with empathy and understanding to others who have concerns to express.
- 4.03.02 Develop the trust of students and staff.
- 4.03.03 Develop within the counselees awareness of the feelings, values, thoughts, and behaviors that are giving direction to their lives.
- 4.03.04 Lead the counselees through the decision-making process in setting goals and making action plans.
- 4.03.05 Use his/her understanding human behavior and the requisites that lead to personal change in working with students, staff, parents, and agencies.
- 4.03.06 Manage a wide variety of guidance information.
- 4.03.07 Use counseling, consulting, and coordinating skills with students, staff, parents, and agencies.
- 4.03.08 Plan, calendarize, and evaluate a systematic sequential, coordinated guidance program.

Additional Qualifications:

- 4.04
- 4.05
- 4.06

- 5. Minimum Term of Employment: Teacher contract plus maximum of five days.
- 6. Salary Level: Placement on Teacher Salary Schedule.
- 7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(supervisor)

Received by: \_\_\_\_\_ Date \_\_\_\_\_  
(staff member)