



LA CHEIM SCHOOL, INC.
Job Description



Job Title: Classroom Counselor – Academic/Behavior Support

Work Location: El Sobrante, CA

Division/Department: El Sobrante, CA

Reports to: School Program Director

Full-time

Part-time

Exempt

Nonexempt

Duties Include:

- Transport students to and from school – driving schedules beginning at 7 a.m. (El Sobrante);
- Transport families to and from meetings as directed (El Sobrante);
- Assist the classroom teacher with planning, filing, organizing and documentation;
- Assist students with their individual work and in small groups;
- Co-facilitate and supervise physical education and other electives, as well as student social time and meals;
- Supervise students across the school setting, monitor their actions and interactions;
- Knowledge of IEP goals and behavior for each student;
- Encourage students to reach their IEP and Behavior Goals;
- Assist with the development of positive behavior interventions and plans for students;
- Engage students as a positive role model;
- Intervene in crisis as directed, following Pro-ACT principles.

Additional Duties:

- Maintain classroom organization;
- Alert Administrator or Coordinator to any maintenance needs, damages, or necessary repairs (Vehicles for El Sobrante or classrooms);
- Conducts conferences between students and staff to enhance student participation;
- Works collaboratively with multi-disciplinary team;
- Maintain professional behavior across all interactions, students, parents, and staff;
- Participate in all staff meetings and trainings as required; and
- Ensure that the Agency vehicle has gas and appropriate fluids at all times (El Sobrante);
- Other duties may be required as La Cheim continues its development. Employees are expected to be flexible and responsive to changes in the scope of duties.

Requirements:

- AA Degree or higher degree is desirable but not required
- Ability to pass basic academic skills test
- Previous experience with youth, particularly under-served populations, or in a school setting
- Must have a Valid Clear California Driver's License and obtain DOJ and FBI clearance in addition to providing a clear TB test.

Equal Opportunity Employer

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area. We encourage and actively recruit applicants representing diversity of color, age, sex, race, religion, national origin, physical ability, sexual orientation or political affiliation.

Print Employee Name:

Employee Signature:

Date: