

# RIALTO UNIFIED SCHOOL DISTRICT

## Counselor: Secondary Newcomer Program

### Job Description

#### DEFINITION

Under the general supervision of an Administrator of Principal, counsels with immigrant pupils new to the United States whose social, academic, or personal problems and/or English language skills prevent them from profiting to the maximum of their abilities. Provides opportunities for interaction with counselees on an informal, non-problem basis.

#### ESSENTIAL DUTIES

Assists newcomer students with the transition to the United States school system.

Analyzes individual student transcripts, including international transcripts, and informs immigrant students and parents of the status of progress towards meeting graduation requirements.

Assists immigrant students in evaluating their aptitudes and abilities through the interpretation of individualized test scores and other pertinent data, and works with immigrant students in evolving education and occupation plans in terms of such evaluation.

Provides continuous daily counseling services for assigned students.

Places immigrant pupils in appropriate educational programs in consultation with teachers, parents, and administrators.

Consults and assists staff and parents of immigrant students in planning and implementing strategies consistent with student needs on a quarterly basis.

Furnishes detailed information on course content of required and elective courses related to graduation requirements and the course sequence for newcomer students to parents and students.

Advises immigrant students and parents of academic offerings that are appropriate to the ability of the student.

Prepares referral report for student study team and/or other alternative programs.

Contributes to student record information, and provides summaries or written referrals to appropriate individuals.

Completes pre-registration and registration of appropriate academic offerings for students who are part of the newcomer program.

Provides information regarding scholarships, colleges and universities, community referral agencies and occupational opportunities, and assists with making any applications related to the above.

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Ability to read, write, and speak Spanish.

Ability to communicate and interact effectively with students, teachers, parents, administrators, and community members in English and Spanish.

#### **Experience and Education:**

Possession of a valid California credential authorizing service as a school counselor.

Fingerprints on file as required by State Law

