

**PROPOSED**

**CURRENT**

## DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

		PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION <b>California School for the Blind</b>		POSITION NUMBER (Agency – Unit – Class – Serial) <b>184-530-9713-006</b>	
UNIT <b>Residential Services</b>		POSITION CONTROL NO.	
INCUMBENT <b>Full Time Counselor</b>		CLASS TITLE <b>PM Counselor</b>	
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</b>			
<p>Under the general supervision of the Evening Supervising Counselor at the California School for the Blind, the Evening Counselor is responsible for providing support and responsibilities to students that live in the dorm, which include but not limited to: Student daily living skills, activities, parent communication and safety drills. The essential functions of the position include but are not limited to walking up to two miles per day, bending, stooping, squatting, standing for up to one hour, lift up to 50 pounds, drag up to 50 pounds, raising arms over head, support weight, climbing, grasping, typing and report writing, balancing, kneeling and sitting for up to four hours continuously. (In addition to the below duties, Evening Counselors are responsible for the accountability, safety and security of students assigned them 100% of the time.)</p>			
<b>% of time performing duties</b>		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <b>(Use additional sheet if necessary)</b>	
50%	Provide direct instruction in independent Living skills, Recreational skills and Social skills in the functional environment of the dormitory after school. This includes reinforcement individual educational goals of each student. Plans, organizes, and conducts group and individual recreational leisure activities for students which reflect the mission of the California School for the Blind.		
15%	Drive and /or Escort students as part of Transportation services between Home and Dorm.		
10%	Collaborates with the student's morning counselor and other educators to plan and implement instructional goals and programs in a consistent manner. This includes providing information and follow-through with individual behavior plans. Attends weekly meeting and staffing's.		
10%	Participates in staff training and demonstrates acquisition of skills presented in training. Keeps current with developments in the training of social skills, recreational skills and daily living skills with the emphasis on instruction for visually impaired students.		
5%	Communicates effectively with families about student's progress or concerns with instruction of social and independent living skills. Prepares written summaries of conversations.		
5%	Complete within established timelines all written reports such as log entries, Behavioral notes, incident reports and accident reports		
5%	Performs other duties as assigned by the Supervising Counselor or Supervisor of Residential Programs		

**To be reviewed and signed by the supervisor and employee:**

**Supervisor's statement:**

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE



**Employee's statement:**

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE



Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File