



# SPA

**Contra Costa School of  
Performing Arts**

[www.cocospa.org](http://www.cocospa.org) • 925-690-8600

**Job Title:** ERMHS Counselor  
**Category:** Certificated  
**Work Year:** 200 Days  
**Supervisor:** Principal or Designee

### *About SPA*

The Contra Costa School of Performing Arts (“SPA”) is a tuition free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

### *Role Summary*

The position of School Counselor is responsible for supporting the academic and socio-emotional needs of students, using a strategic and systems-based process that reflects the overall school goals and the evolving needs of the community.

### *Key Responsibilities*

- Manage the Level 3 Educational Related Mental Health Services (ERMHS) program
- Provide direct services to students in the Level 3 ERMHS program as described in individual IEPs and as otherwise deemed necessary and appropriate
- Collaborate with the SPED team to support assessment and referral for ERMHS services
- Work with students to develop coping skills to manage stress, anger, and pressure, to develop a tolerance for diversity, and to resolve conflicts creatively and nonviolently
- Assist students in developing healthy and positive relationships with peers and adults
- Provide support, outreach, and resources to families of students having social and emotional challenges, e.g. divorce, depression, substance abuse, eating disorders, etc.
- Collaborate with administrators, staff, and parent/guardian in working with students experiencing attendance, behavior, academic and/or social adjustment challenges
- Attend meetings, professional development workshops, and in-service programs that support student success
- Attend student conferences, Individual Education Plan (IEP)/504 meetings, SARB meetings, etc., as assigned
- Provide personal, guidance, and/or crisis-intervention counseling to students
- Prepare students for the transition to the next level of high school and/or post high school
- Consult with teachers, administrators, and parents regarding the social & emotional needs of students
- Counsel students regarding attendance, discipline, emotional concerns, and social media usage

- Provide resources to outside agencies, as needed
- Work with the administration to develop and maintain applicable SPA Handbooks
- Write and submit newsletters, grant applications, reports, and other documents as directed
- Teacher classroom observations
- Staff evaluations as designated
- Student supervision and discipline support as needed
- School and community event attendance
- Support, collaborate, and cross-train with the administrative team
- Other duties as assigned

### *Qualifications*

- Minimum Bachelor's degree from an accredited four-year college or university
- Valid certification/licensure for Level 3 ERMHS including at least one of the following:
  - Educational Psychologist
  - PPS, School Psychologist
  - Licensed Psychologist
  - Marriage Family Therapist (MFT)
  - Licensed Clinical Social Worker (LCSW)
- Two years of successful school counseling experience preferred
- Track-record of high achievement with students