

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: High School Counselor

DEPARTMENT: High School

POSITION SUMMARY: The High School Counselor, under the general direction of the High School Principal, Principal's designee and/or High School Head Counselor, will perform a variety of duties in developing, planning, and implementing a comprehensive school counseling and guidance program that includes academic, career, personal/social development for high school students. The High School Counselor provides informational services to students and parents which will assist the student in making appropriate decisions relative to the student's school program, the student's relationship with teachers, and decisions outside of the school setting. The High School Counselor will serve 195 days of service per school year and shall work on a prearranged schedule, as determined by his/her Supervisor, between 7:00 a.m. and 9:00 p.m. with additional hours as needed to fulfill the requirements of the position.

ESSENTIAL FUNCTIONS:

1. Provides for all students the opportunity of either individual or group counseling regarding student academic, social and career development.
2. Provides all teachers and parents the opportunity for consultations regarding student academic and/or social behavior.
3. Provides for all students a formalized program of career guidance.
4. Provides school wide prevention and intervention strategies for students.
5. Provides services of academic advising, course selection and articulation for incoming freshmen.
6. Assists students in defining and developing appropriate short-range goals for each school year, long range educational goals and in setting personal performance standards.
7. Provides information and advises students and parents on college selection and college entrance requirements and procedures.
8. Provides input to administrators, teachers, counselors and other approved District staff members for the improvement of the educational program.
9. Advocates high academic achievement and social development of all students.
10. Attends and participates in IEP, SST, and other required meetings and/or conferences.
11. Reinforces student behavior appropriate to the school environment by utilizing guidance techniques.
12. Refers students to the school psychologist for psychological services including individual testing when deemed necessary.
13. Assists with the administration and supervision of the California High School Exit Exam and other appropriate mandated tests.
14. Keeps and maintains school records and provides written references to appropriate agencies.
15. Interprets school programs and guidance function to individuals and community groups upon request.
16. Keeps well informed on state laws and professional ethics in counseling with youth and on current policies and procedures of all community mental health and social agencies.

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17. Assists with the development and implementation of the master schedule.
18. Provides consultation, training, and staff development to teachers and parents regarding students' academic and/or social behavior.
19. Continuously promotes positive relationships among pupils, teachers, parents, District personnel, and community.
20. Maintains regular and prompt attendance in the workplace.
21. Performs other reasonable duties as assigned or required in fulfillment of District goals.

EDUCATION AND EXPERIENCE: Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. The counselor must hold a valid California Pupil Personnel Services Credential in school counseling. Previous experience as a high school counselor and/or teacher is desirable.

SKILLS AND QUALIFICATIONS:

1. Ability to communicate effectively, both orally and in writing.
2. Ability to prepare comprehensive reports.
3. Knowledge and ability to provide effective instructional strategies and leadership.
4. Knowledge of the intellectual, social, emotional and physical needs of high school age students.
5. Ability to maintain cooperative working relationships with those contacted in the course of work.
6. Strong interpersonal skills.
7. Knowledge of age and subject curriculum.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids
4. Speak at normal levels so that others may understand, in person and on the telephone.
5. Hear and understand at normal levels, in person and on the telephone, with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Squat, stoop and/or bend over.
8. Reach overhead, grasp, push/pull up to 45 pounds for short distances.
9. Lift and carry up to 45 lbs. at waist height for short distances.

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WORK ENVIRONMENT:

Employees in this position will be required to work indoors in an office and/or classroom environment and come in direct contact with District and site staff, students, and the public. In addition, the High School Counselor must perform duties and responsibilities that occur outside school buildings and facilities on the school campus.

SALARY: Leadership/Management Salary Schedule Range

DAYS OF SERVICE: 195 days

Adopted: H.S. Bd. 7/29/88

Revised: TUSD 9/12/06