

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: High School Head Counselor

DEPARTMENT: High School

POSITION SUMMARY: The High School Head Counselor, under the general direction of the High School Principal, provides leadership and direction to the Counseling Department and assumes responsibilities in developing, implementing and evaluating a school counseling and guidance program that includes academic, career, personal/social development. The Head Counselor will serve 196 days of service per school year and shall work on a prearranged schedule 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. Serves as the Counseling Department's representative for the school.
2. Attends and participates in site management team meetings, SCAM, Department Chair and other appropriate meetings and activities.
3. Provides leadership, guidance, training and support resources for counselors.
4. Provides school wide prevention and intervention strategies for students.
5. Provides consultation, training, and staff development to teachers and parents regarding students' academic and/or social behavior.
6. Provides two-way communication from department to administration.
7. Continuously promotes positive relationships among pupils, teachers, parents, District personnel, and community.
8. Liaison for concerns and issues with administration and parents.
9. Assists in evaluating other counselors.
10. Supervises Career Center operations and assists in evaluating the Career Guidance Technician.
11. Advocates and provides for all students the opportunity of either individual or group counseling regarding student academic, social and career development.
12. Provides input to administrators, teachers, counselors and other approved District staff members for the improvement of the educational program.
13. Provides for all students a formalized program of career guidance.
14. Provides services of academic advising, course selection and articulation for incoming freshmen.
15. Organizes, schedules and coordinates monthly counseling department meetings.
16. Assists in the development of appropriate educational plans for students.
17. Attends and participates in IEP, SST, and other required meetings and ensures that other counselors attend the appropriate meetings.
18. Assists with the administration and supervision of the California High School Exit Exam and other appropriate mandated tests.
19. Refers students to the school psychologist for psychological services including individual testing when deemed necessary.

POSITION TITLE: High School Head Counselor

20. Provides information and advises students and parents on college selection and entrance procedures.
21. Keeps and maintains school records and provides written references to appropriate agencies.
22. Interprets school programs and guidance functions to individuals and community groups upon request.
23. 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.
24. Advises, cooperates or participates where possible in major decisions involving budgeting, staffing, curriculum and discipline.
25. Develops & implements the school's master schedule and communicates teachers' schedules to all departments.
26. Communicates with site administration, Human Resources, Business Services, Educational Services and the Superintendent with regards to the master schedule.
27. Oversees the delegation and implementation of tasks including class visits, scholarship night, scheduling, course guide and programming sheets.
28. Oversees overages and teacher overage time sheets.
29. Maintains regular and prompt attendance in the workplace.
30. 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 Head Counselor must hold a valid California Pupil Personnel Services Credential in school counseling. Previous successful experience as a counselor in an educational setting and/or related field is required. Master's Degree preferred.

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. Ability to select and manage certificated staff with skills and abilities that match school needs and enhance program effectiveness.
7. Strong interpersonal skills.
8. Knowledge of principles and practices of public school administration.
9. Knowledge of age and subject curriculum.
10. Knowledge of current applications and use of technology to enhance instructional programs and support administrative activities.

POSITION TITLE: High School Head Counselor

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.

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, parents and the public. In addition, the Head 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: 196 days

Adopted: H.S. Bd. 3/15/83

Revised: TUSD 9/12/06