



*Middle and High School
Counselor (Grades 6 - 12)*

Certificated Position

Initial Date: February 5, 2002
Revision Date: October 1, 2019
Salary: MHFT Schedule
Reports to: Site and District Administrator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the site or district administrator, the Middle and High School Counselor designs and delivers comprehensive school counseling services which include academic, career, personal and social/emotional development that promote achievement, focus on student outcomes, are a collaborative effort between the counseling department, parents and other educators, and ensures equitable access to opportunities and rigorous curriculum for all students to participate fully in the educational process. The Middle and High School Counselor is responsible for the successful implementation of these services so that all students are college and career ready and are equipped to persist in their post-secondary endeavors.

REPRESENTATIVE DUTIES:

- Develop and deliver the school guidance program and inform students, staff, and community about available counseling services
- Conduct student academic planning and registration, minimally meeting with each student individually at least once a year regarding progress toward graduation and setting or reviewing post-secondary goals
- Schedule students into classes and adjust student schedules to provide maximum coordination and class balance among students, staff, and community.
- Monitor alumni students beyond graduation through Naviance.
- Provide articulation services between elementary and middle school programs and middle school to high school to assist students in making the transitions.
- Conduct structured, goal-oriented counseling sessions in a systematic response to the identified needs of the individual or small groups of students.
- Provide consultation to all personnel regarding specific students and general school issues.
- Organize, plan, and facilitate conferences with parents, staff and social agencies regarding student concerns, including 504 and SST.
- Attend and participate in IEP meetings when requested by the administration or case manager.
- Participate in conferences with students, parents, staff, other social agencies regarding student progress in the cognitive, affective, and behavior domains. Provide consultation to parents regarding specific issues that interfere with school and success and offer school, district, or community resources.
- Regularly monitor student progress and meet with students who fall below expected progress (Ds/Fs) to create an improvement plan
- Provide staff and administration with information regarding student needs as they apply to the school curriculum and school climate.
- Assist administration with providing counseling and intervention to students who are tardy, absent, or have discipline, academic, behavioral, or social-emotional concerns.

- Assist administration in developing school-wide prevention and intervention strategies and counseling services.
- Assist administration in implementing a district-approved advisory program which may include academic as well as behavioral or social-emotional lessons
- Integrate school priorities, state standards, and district initiatives into the school counseling program.
- Collaborate with teachers to present school-wide counseling lessons, especially integrating grade-specific assessments and follow-up using Naviance.
- Analyze grades and achievement and advise on course selections and post-secondary goals
- Ensure students records are maintained and up to date, per state and federal regulations
- Provide information to students and families on testing, scholarships and application timelines and processes; parent meetings may be held in the late afternoon or evening to increase family participation.
- Interpret and provide information workshops on cognitive, aptitude and achievement tests.
- Oversee the college and career center, creating a welcoming and information-rich environment with resources on post-secondary options
- Assist students with college and scholarship applications
- Write college recommendations and submit other documentation for college applications for students, as requested.
- Other related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Ability to connect to students and to engage families
- Ability to lead and work collaboratively as part of a team to calendar counseling services and meet multiple priorities
- Ability to maintain records and prepare reports
- Communicate effectively both verbally and in writing
- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Ability to demonstrate sound and independent judgment in the interpretation, application or modification of existing counseling methods and procedures
- Ability to analyze situations and take appropriate action in a variety of matters
- Ability to learn and use computer applications and online systems

EDUCATION AND EXPERIENCE:

- Bachelor's or Master's in School Counseling or School Psychology
- California Pupil Personnel Services Credential or valid emergency certification issued by the California Commission on Teacher Credentialing
- Bilingual desired
- Experience in mental health, social services, or school setting desired

WORKING CONDITIONS:

- Emotional and physical stamina necessary to maintain a rigorous work schedule
- Ability to drive to school sites
- Flexible work schedule as the position requires Saturdays and evening work

- Ability to attend professional development or conferences outside MHUSD

ENVIRONMENT:

Primarily indoor working environment: office, classrooms, school sites

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing, and pulling as assigned by the position
- Dexterity of hands and fingers
- Moderate stress level

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.