

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **COUNSELOR, HIGH SCHOOL**
Department: High School(s)
Reports to: Site Principal

SUMMARY:

To provide comprehensive guidance programs for students in grades 9-12 and specifically provide activities to meet the needs of their assigned case-load; consult with teachers, staff and parents to enhance their effectiveness in helping students; and provide support to other high school educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Counsels groups or individual students through the development of educational and career plans.
- * Counsels small groups and individual students with problems; refers severe problems to appropriate community resources.
- * Consults with teachers, staff and parents regarding meeting the developmental needs of students.
- * Conducts counseling activities in the classroom in conjunction with administration and teachers.
- * Consult with teachers to facilitate the infusion of counseling learning activities into the regular education curricula.
- * Responds to crisis situations when appropriate.
- * Attends parent information meetings, as directed.
- * Is responsible for proficiency requirements.
- * Is responsible for registration and scheduling of students.
- * Counsels ROP students.
- * Is responsible for student scholarships.
- * Is responsible for work experience students.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Possesses appropriate credential.

CERTIFICATES, LICENSES, REGISTRATIONS:

Appropriate Pupil Personnel credential.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.