



## COUNSELOR

Revision Date:12/18/13

### **BRIEF DESCRIPTION OF POSITION:**

The Counselor, under the direct supervision of the Associate Principal aligned to counseling, works with students, parents and staff and community members to assist students in making decisions and to utilize educational opportunity to the fullest.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Plans, organizes, delivers and evaluates a comprehensive guidance program that impacts all students in academic achievement, career planning, and personal/social development. **E**
2. Informs students and parents of the coursework and academic progress needed for satisfactory completion of high school, coursework required for postsecondary education, and the availability of career technical education. **E**
3. Identifies students requiring assistance; determines what is needed for student success; develops and implements plans for students not meeting academic expectations. **E**
4. Promotes a rigorous academic curriculum for every student; ensures equitable access to the most rigorous educational opportunities for all students. **E**
5. Monitors data to facilitate student achievement; uses data in planning and implementing strategies for improvement of activities and to ensure that every student receives the benefits of the school counseling program. **E**
6. Uses counseling skills to facilitate students' personal problem-solving; provides crisis counseling for students. **E**
7. Evaluates students' previous educational experiences. **E**
8. Serves as an effective liaison between the school, district and community agencies, students, staff, parents, and community. **E**
9. Continues to renew and acquire professional competencies applicable to school counseling; keeps updated on current practices, theories, issues and trends in student support programs. **E**

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Serves as case carrier for students with 504 plans. **E**
2. Establishes effective professional relationships and consults with staff on student and school issues and programs. **E**
3. Coordinates/participates in Student Study Team meetings. **E**
5. Conducts individual and group counseling/guidance efforts for students as assigned. **E**
6. Assists with testing efforts in conjunction with schoolwide plan. **E**
7. Assists with campus supervision as determined by collective bargaining unit agreement.
8. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Effective personal and academic counseling techniques and procedures
- Counseling theory, ethics and associated legal confidentiality requirements
- Laws regarding minors and child abuse reporting
- Applicable sections of the State Education Code and other applicable laws, rules and regulations related to assigned activities
- Behavior modification techniques and strategies
- Student assistance programs
- Community referral resources
- Graduation requirements
- Standardized assessments
- Standards based instruction
- State curriculum frameworks
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

- Group and individual counseling theories and techniques
- Record keeping techniques
- District student information and data systems
- District and site rules, policies, and procedures

**Ability to:**

- Provide counseling and guidance services to students
- Make referrals to community resources, support groups and social service agencies as appropriate
- Plan, prepare, and conduct individual and group counseling sessions
- Read, interpret, apply and explain assessment results, rules, regulations, policies and procedures
- Set limits and personal boundaries for students
- Complete work with many interruptions
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Meet schedules and time lines
- Maintain confidentiality
- Maintain records and prepare reports, including confidential materials
- Establish and maintain cooperative and effective working relationships with others
- Supervise students
- Effectively conduct student, parent, and teacher conferences and meetings

**PHYSICAL CHARACTERISTICS:**

Sitting and standing for extended periods of time, walking around campus, dexterity of hands and fingers to operate office equipment/computers, and hearing and speaking to communicate with students and others.

**ENVIRONMENT:**

Office and classroom environment subject to constant interruptions.

**REQUIREMENTS:**

- WORK YEAR:** Counselor Work Year
- SALARY:** Counselor Salary Schedule
- CREDENTIAL:** Current valid Pupil Personnel Credential
- EDUCATION:** Master's Degree or equivalent
- EXPERIENCE:** Three years of secondary teaching desirable