

OXNARD UNION HIGH SCHOOL DISTRICT

COUNSELOR - SUMMER SCHOOL

BRIEF DESCRIPTION OF POSITION:

The Counselor under the Administrator, registers students for summer school, places students in class and adjusts student schedules to maintain a good class balance.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Develops class rosters.
- b. Registers new students as appropriate
- c. Provides teachers with minimum proficiency test records.
- d. Assists Administrator where needed.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

REQUIREMENTS:

CREDENTIAL:	Current valid Secondary Teaching Credential; current valid Administrative Credential.
EDUCATION:	Master's degree or equivalent.
EXPERIENCE:	Three years of successful secondary teaching.

Approved: 5-9-84

Updated: 7-97