

TITLE OF POSITION

Counselor

QUALIFICATIONS

Valid California Pupil Personnel Services Credential

Master's Degree (or equivalent) representing intensive coursework in the principles and practices of education guidance; educational testing and measurement; counseling; organization and administration of guidance services; and the psychology of learning.

REPORTS TO

Head counselor and Principal at high school level; principal at middle and elementary level.

JOB GOAL

1. Implement District comprehensive school guidance and counseling program.
2. Foster academic and vocational development by establishing educational and career plans.
3. Encourage student's personal and social development and growth.
4. Effective use of individual and small group counseling, consultation and referral.
5. Monitor students on a regular basis as they progress in school.
6. Provide support in developing the student master program.

PERFORMANCE RESPONSIBILITIES

1. Counsel with students to help them better understand themselves and others. Assist them in overcoming personal, social and academic obstacles.
2. Provide crisis intervention, information and referral to appropriate agencies.
3. Counsel students regarding future occupational and/or educational opportunities appropriate to the student's level of ability and interest.
4. Monitor student's progress toward graduation/promotion and help high school students prepare four-year educational plans consistent with their goals.
5. Assist high school students with college applications and scholarship processes and advise students in developing school-to-career plans.
6. Assist in identifying special needs of students and collaborate with other specialized personnel on behalf of the student.
7. Utilize assessment data, school records and student interviews to better support students' academic success.
8. Assist with large group testing programs. Evaluate and interpret results of tests.

9. Consult with parents regarding educational, social and career development pertaining to their child.
10. Communicates with both school and community resources in support of student's educational needs.
11. Serve in liaison capacity between teachers, parents and students.
12. Coordinate school and program orientations and participate in articulation activities.
13. Consult with committees and administrative staff in evaluating course selections for curriculum development. Schedule students in appropriate courses.
14. Attend meetings and prepare correspondence and reports in keeping with his/her professional responsibilities, such as SST's and PARI.
15. Assist in the establishment of good community-school public relations.

TERMS OF EMPLOYMENT

190 days is the regular work year with possible additional work days as prescribed in the contract between the District and the Alameda Education Association.

EVALUATION BY

By Principal or Head Counselor (holding an appropriate administrative credential) at high school level; by Principal at middle and elementary school level.