

# Counselor Job Description

## **Purpose:**

Under the direction of the CEO/School Principal or their designee, all counselors are responsible for the educational advisement of assigned students leading to the fulfillment of graduation requirements that will prepare all students for career and college. As necessary the counselor will promote a favorable environment that will also promote learning and personal growth within the SLC career pathways.

## **Essential Functions:**

- Using all available data and programs, the counselor places all students into academically appropriate and rigorous classes that will prepare them to meet all graduation and A-G requirements as well as proficiency in core subjects. Counselors will also understand the RTI model, English Learner requirements and Special Education placements according to the student IEP.
- Counselors will participate in various multidisciplinary teams including but not limited to Student Success Team (SST), Student Attendance Review Board (SARB), Individual Education Plan (IEP) and Crisis Teams. The counselor will act as the Administrative Designee as needed for scheduled IEP's.
- Collaborates and works with the Administration Team and SLC Leads so that academic and social protocol is consistent. Accept and incorporate feedback and coaching from the administrative staff.
- Provides individual and group counseling to guide students in the areas of academics, social-emotional needs, and career.
- Meet at least once a year with each student within the SLC. Each counselor will develop and maintain an Individual Graduation Plan which will be documented in Aeries using the drop down menu feature.
- Each counselor will perform a **quarterly check** of all students that are failing one or more classes. All meetings with students will involve an **attendance, discipline and grade check**. The counselor is to document the meeting and any interventions in the student information system (Aeries) so that a record can be kept of all contacts. (WASC and Charter Renewal). Maintain accurate records documenting student progress towards graduation.
- Regularly communicate with parents/guardians regarding the student's progress, standardized test results, attendance, and discipline issues as documented in Aeries.
- Dropout prevention. The counselor will work collaboratively with the SLC clerk and school deans to identify those students with poor attendance and behavior issues. The counselor will make contact with the parent or guardian and document in Aeries any

interventions or reasons for student absence. The counselor will continue to monitor said students.

- Assists in the development of the master schedule for the school site.
- Develops programs, including the delivery of guidance lessons to address student attitudes, understanding of self and others, personal health and safety, communication skills peer relationships, goal-setting/decision making , conflict resolution, career awareness, college preparation and post-secondary planning.
- Perform other duties as assigned and deemed appropriate by the CEO/Principal or the designee.