

TITLE: 6-12 SCHOOL COUNSELOR

CLASSIFICATION: Certificated

REPORTS TO: Site Administrator and Teaching & Learning

DESCRIPTION

Design and deliver comprehensive school counseling programs that are integral to the school's academic mission; driven by student data; based on standards for academic, career, and social/emotional development; and that promote and enhance the learning process for all students. To fulfill responsibilities in alignment with standards of the American School Counselor Association ([ASCA](#)).

SPECIFIC DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

ABILITY TO:

Direct service and contact with students

- Plan, organize, and deliver the School Counseling Core Curriculum
 - Instruction - direct instruction, collaborative teaching, developing learning activities
 - Group Activities - planned activities promoting academic, career, or social/emotional development
- Plan Individual Student Academic Program
 - Appraisal - assist students in evaluating interests, abilities, skills, and achievement
 - Advisement - assist students in goal setting based on academic, career, and social/emotional data
 - Use COST Student Tracking model to identify and monitor student supports
- Deliver Responsive Services
 - Counseling - provide planned, short-term, goal-focused counseling in individual or small group settings.
 - Resource delivery - recognize and respond to student mental health needs and assist students and families in seeking resources
 - Crisis response - provide support and assistance on site to students and families as they navigate crisis and emergency situations during school hours
 - Advocacy - advocate for students as appropriate at various student support meetings and across campus

Indirect student services

- Consult and share strategies supporting student achievement with parents, teachers, other educators, and community organizations
- Collaborate with other educators, parents, and the community to support student achievement
- Refer students and families to school or community resources for additional assistance and information
- Assist administration in identifying and resolving school-wide issues and needs in an effort to improve school climate and culture
 - Interpret cognitive, aptitude, and achievement tests

- Collaborate with teachers to present school counseling core curriculum lessons
- Analyze grade-point averages in relationship to achievement
- Interpret student records
- Provide teachers with suggestions for effective classroom management (as appropriate for an individual or small group of students)
- Ensure student records are confidential and maintained per state and federal regulations
- Analyze disaggregated data

KNOWLEDGE OF:

- School Counseling Curriculum
- Student Academic Planning
- COST Student Tracking Model
- Multi-Tiered System of Supports
- Crisis Response Protocol

TRAINING, EDUCATION, AND EXPERIENCE:

- Bachelor's degree
- Master's degree preferred

LICENSES AND OTHER REQUIREMENTS:

- California Pupil Personnel Services Credential with a Specialization in School Counseling

TERMS OF EMPLOYMENT:

185 Days, Certificated Salary Schedule

BOARD APPROVED: 5/25/2023