

**SAN JUAN UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**



POSITION TITLE: Counselor
POSITION CODE: 117, 121, 122, 123, 124, 1028

DEFINITION: Under administrative supervision, promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development of all students.

DIRECTLY RESPONSIBLE TO: Site Administrator, Program Administrator, or Designee

SALARY SCHEDULE: Certificated

EXAMPLES OF DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification)

1. Work with students to identify their strengths, interests, and needs
2. Provide students with support as they try to overcome disabilities or developmental problems
3. Help parents and teachers identify potential behavioral problems with their students
4. Help students achieve their academic, personal, and career-related goals
5. Schedule students' classes and make sure that the classes they schedule align with the students' college and career goals
6. Complete home visits and assessments
7. Develop and maintains family outreach programs and community partnerships
8. Serve as a member of the family support team and other school based teams
9. Complete written reports as needed
10. Provide clear behavior expectations for students and monitor student behavior throughout the school campus
11. Use information about individual students as well as their academic strengths, needs, and progress to plan
12. Support and cooperate with colleagues in order to promote a professional school culture
13. Attend professional meetings such as staff meetings and professional development
14. Attend student focused meetings such as Individualized Education Plan (IEP) meetings, Section 504 meetings, and parent conferences
15. Follow established policies and procedures for reporting incidents such as child abuse, substance abuse, harassment, and violence
16. Perform basic attendance accounting and business services as required
17. Operate standard office and classroom equipment, including a computer, assigned software and assistive devices
18. Perform other non-instructional duties according to district policies and procedures

QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university.

Credential:

Possession of a valid California credential, or equivalent, which authorizes pupil personnel services as a school counselor.

Knowledge, Skills, Abilities, and Personal Characteristics:

Knowledge of the fundamental principles and accepted practices, current trends, literature and research related to counseling; knowledge of applicable laws, codes, regulations, policies and procedures; knowledge of record-keeping and report preparation techniques; ability to plan, organize, prioritize and manage time; ability to communicate effectively with students, parents, peers, administrators, and other district personnel, both individually and in a group; ability to establish and maintain cooperative and effective working relationships with others; possess a positive attitude towards students, learning and teaching

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician, surgeon, or medical officer (CA Education Code Section 44893); evidence of freedom from active tuberculosis (CA Education Code Section 49406).

WORKING CONDITIONS

Work Environment:

Indoor classroom environment; continuous contact with staff, students, and the public; may drive a vehicle to conduct work.

Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation).

Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; sufficient vision to read printed material; sufficient hearing to conduct in-person and telephone conversations; sufficient physical mobility to move about the district and drive a car.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.