

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: HEAD COUNSELOR**

#### **BASIC FUNCTION:**

Under the direction of the Principal-High School, provide leadership and direction to the counseling department; provide academic, career and personal/social counseling and guidance services to students; make referrals to other community resources, support groups and social service agencies as appropriate.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provide leadership and direction to the counseling department; provide training and support to counseling staff as needed.

Manage an assigned case load of students; provide individual and group guidance counseling to students; confer as needed with parents, teachers and others regarding student needs including school achievement, attendance and behavior; assist students in acquiring knowledge and skills to enhance their academic, career and personal/social development.

Provide guidance and advisement to students regarding class selections, course placement and promotion/graduation requirements; establish goals and interventions to achieve student success; review student transcripts for future planning and course placement review.

Identify and counsel students with special needs and behavioral, social, language and school adjustment problems; provide crisis counseling and intervention services as needed; refer at-risk students to school services/programs, social services, and governmental agencies, support groups and other community resources as appropriate; consult with law enforcement agencies regarding students as necessary.

Communicate with personnel, school staff, parents, students and public agencies regarding student placement, referrals, services and related issues; serve as liaison to other agencies, students, school personnel, families and community organizations; maintain relations between school, the community and community services; develop alliances between staff and students through restorative justice practices and conflict resolution.

Plan and conduct classroom presentations regarding college, career and life lessons; arrange for speakers for presentations as appropriate.

Coordinate with departments and teachers in the process of submitting new courses for approval; manage the course list and develop master schedule of course offerings, teacher assignments and student schedules.

Participate as a member of the Ed Ops committee; review student transfers between comprehensive high school and alternative education program; make recommendations regarding placement as appropriate.

Manage the NCAA Clearinghouse account; update course list and assist student athletes manage their accounts to become eligible for college athletics.

Serve as MED Academy Counselor; plan and coordinate college trips, special conferences and meetings.

Prepare records and reports related assigned case load; prepare and maintain student academic contracts; review and maintain cumulative student files; prepare letters to parents, progress reports, referrals, grades/progress reports, enrollment and related documents.

Review students' grade point averages, class selection and classification for academic recognition; assist with scholarship information and distribution; coordinate various activities including promotion/graduation, senior awards assembly and other activities as assigned.

Operate a variety of office equipment including a computer, notebook and assigned software.

Attend and participate in a variety of meetings with leadership, parents, teachers and students; provide information concerning student progress; attend meetings to represent students as needed; serve on assigned teams, advisory groups, councils and/or committees; conduct student learning plan meetings for students enrolled in the tutoring program.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Principles and practices of leading and providing work direction in the counseling department.

Effective personal and academic counseling techniques and procedures.

Counseling theory, ethics and associated legal confidentiality requirements.

Applicable sections of the Education Code and other applicable laws, rules and regulations.

Normal and abnormal child behavior and development.

Crisis assessment methods and procedures.

Assessment techniques, results and interpretations.

Behavior modification techniques and strategies.

Student assistance programs.

Community referral resources.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Operation of office equipment including a computer and assigned software.

Oral and written communication skills.

**ABILITY TO:**

Provide leadership and direction to the counseling department.  
Provide academic, career and social/behavioral counseling and guidance services to students.  
Develop and maintain the master schedule of course offerings, teacher assignments and student schedules.  
Assess student needs and develop viable plans and alternatives.  
Make referrals to other community resources, school programs/services, support groups and social service agencies as appropriate.  
Plan, prepare and conduct individual and group counseling sessions.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Maintain current knowledge of applicable laws, codes, rules and regulations.  
Provide parents with accurate, comprehensive and relevant information.  
Understand the diverse cultural backgrounds of students served.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Meet schedules and time lines.  
Maintain confidentiality of sensitive and privileged information.  
Maintain records and prepare various reports.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a variety of office equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in school counseling, psychology, social work or related field and three years of counseling experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Pupil Personnel Services Credential.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

**PHYSICAL DEMANDS:**  
Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting and standing for extended periods of time.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017