

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: HIGH SCHOOL COUNSELOR

BASIC FUNCTION:

Under the direction of an assigned administrator, provide a variety of counseling and guidance services to assist high school students in making decisions regarding vocational, educational and personal concerns; assess student needs and provide assistance in identifying, developing and meeting personal, vocational and educational goals and objectives.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provide a variety of counseling and guidance services to assist high school students in making decisions regarding vocational, educational and personal concerns; monitor, assess and identify the needs, issues and problems of students; make and process student referrals as needed.
- Assess student needs and provide assistance in identifying, developing and meeting personal, vocational and educational goals and objectives; assist student with developing educational, vocational and career plans and strategies.
- Coordinate and conduct conferences with students, staff and parents; advise families concerning practices, procedures and techniques involved in enhancing the success and opportunities available to their children; assist students and families with resolving various issues, problems and conflicts.
- Provide academic, career and post-secondary counseling; assist students and parents with the decision making process regarding future personal and educational plans; review and evaluate student transcripts; assist students with class registration, scheduling and program changes.
- Serve as a liaison between students, faculty, staff, administrators, outside agencies and the community; refer students and families to school and community educational programs, services and educational and vocational resources according to identified needs, interests, goals and objectives.
- Provide counseling to families to assist students with school and social adjustment problems; provide prevention and intervention services; refer students to various programs, social service and governmental agencies, support groups and other community resources as appropriate
- Evaluate the educational needs of students and make recommendations to appropriate administrators concerning school curriculum and the master schedule; process and evaluate a variety of information related to courses of study.

- Provide guidance and advisement to students and parents regarding academics, course selections, schedules, and transition and promotion requirements; identify and counsel students with special needs and behavioral, social and school adjustment issues.
- Administer and score a variety of tests to assess vocational and educational aptitude, skills and interests; utilize appropriate testing instruments; evaluate and interpret test results to students, parents and others.
- Train and provide work direction and guidance to classified personnel assigned to the guidance office; assign employee duties and review work for compliance with established standards and procedures.
- Communicate with personnel, administrators, outside agencies and the public to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a copier, fax machine, calculator, computer and assigned software.
- Compile information and prepare and maintain various records, reports and files related to students, ROP courses and assigned activities.
- Attend and participate in a variety of meetings as required; serve on various committees as assigned by the position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Principles, practices and procedures of educational and career counseling.
- Effective personal and academic counseling techniques and procedures.
- Counseling theory, ethics and associated legal confidentiality requirements.
- Practices, procedures and techniques involved in assessing student needs and assisting students in identifying, developing and meeting educational, personal and career goals and objectives.
- Applicable sections of the State Education Code and other applicable laws, rules and regulations.
- Individual and group counseling techniques.
- Student assistance programs.
- Academic, vocational and personal resources for students and families in the community.
- Interviewing and advisement techniques.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Record-keeping and report preparation techniques.
- Operation of office equipment including a computer and assigned software.
- Oral and written communication skills.

ABILITY TO:

- Provide a variety of counseling and guidance services to assist high school students in making decisions regarding vocational, educational and personal concerns.
- Assess student needs and provide assistance in identifying, developing and meeting personal, vocational and educational goals and objectives.
- Assist students and families with resolving various issues, problems and conflicts.
- Refer students and families to school and community educational programs, services and educational and vocational resources according to identified needs, interests, goals and objectives.
- Monitor, assess and identify the needs of students and families.
- Assist students with class registration, scheduling and program changes.
- Interview and counsel students and families.
- Assist with planning and implementing a variety of educational and support activities to meet the needs of students and families.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Observe health and safety regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: bachelor's degree and high school teaching experience, including work with student activities or related functions preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid Pupil Personnel Services Credential
- Valid and appropriate California Teaching Credential.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor work environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate standard office equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.

- Sitting or 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