GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: COUNSELOR I & II

DEFINITION

Under the direction of the principal provides behavioral, educational, career and vocational counseling to individuals and small groups of students; assists students in understanding and seeking solutions to social, emotional, or academic problems and issues; serves as a resource to student behavior management strategies, and welfare and attendance problems.

DISTINGUISHING CHARACTERISTICS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk; sit, use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

•Serves as a resource person to the staff members in all matters pertaining to pupil personnel.
•Helps students acquire knowledge and skills that will assist them in personal and social development.
•Contributes to the development and maintenance of a positive school climate.
•Meets frequently with school administrators, teachers, other staff, and parents to communicate information, data, and alternative problem solutions.
•Assists in the supervision and maintenance of student records.
•Organizes and directs students orientation and registration process.
•Interprets and discusses accumulated information with students.
•Advises and counsels students regarding academic progress.
•Communicates with parents regarding academic progress.
•Monitors graduation requirements and graduation status.
•Adjusts class schedules.
•Assists students in selecting alternative educational programs.
•Provides counseling of long range educational goals including colleges and universities information and admission.
•Provides students with information regarding college admission testing.
•Informs students of scholarships, grants, financial aide and application procedures.
•Helps students identify their values, aptitudes and interests as related to post high school decision making and goal setting.
•Assists in providing information to students regarding trade and technical schools, apprenticeship programs and military organizations.
•Informs students of the various skill training programs available to them.
•Provides vocational information and testing in cooperation with the Career Center.
•Informs parents of information related to student’s post high school plans.
•Provides crisis counseling when appropriate.

ESSENTIAL FUNCTIONS (cont.)
•Provides guidance counseling.
•Counsels students regarding academics and behavior.
•Serves as a resource person in curriculum matters at the school and district level.
•Participates in conferences related to student conflicts.
•Serves as a resource person to students, parents and staff members.
•Performs other related duties as assigned.

QUALIFICATIONS
Knowledge of:
•Principles, methods, and strategies, of educational, vocational, career, social, and emotional adjustment counseling;
•Aptitude, interest, and achievement appraisal instruments, techniques, and procedures;
•Social service and youth service agencies in the local area;
•Social, emotional, and behavioral characteristics of adolescent students;
•Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests.

Ability to:
•Assist students in effectively analyzing and developing alternative solutions to behavioral, educational, social, and emotional problems and concerns;
•Conduct, analyze, and effectively utilize a variety of individual and group testing procedures and instruments applicable to students;
•Effectively participate in the planning and implementation of school guidance and curricular programs;
•Communicate effectively in oral and written form;
•Establish and maintain effective organizational, public, and community relationships.

EXPERIENCE AND EDUCATION
Any combination of experience and training that would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:

Experience:
•Previous experience as a Counselor preferably in a school setting.
•Previous experience with parents and community.

Education:
•Equivalent to the completion of an earned Master of Arts or higher degree in psychology, counseling and guidance, or a closely related field.

CERTIFICATION REQUIREMENT
•Possession of a valid Pupil Personnel Services Credential authorizing services as a School Counselor.