TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: School Counselor **CLASSIFICATION: Certificated**
DEPARTMENT: School Site

BRIEF JOB DESCRIPTION

School Counselors are committed to promoting success for all students, providing preventative and responsive services through a comprehensive school counseling program that addresses Academic, College/Career, and Personal/Social development. School Counselors are positive leaders in their schools, districts, and communities, engaging in student advocacy and promoting positive systemic change. Schools Counselor actions are aligned with American School Counselor Association (ASCA) National Model and ASCA Mindsets and Behaviors for Student Success.

POSITION QUALIFICATIONS

MINIMUM QUALIFICATIONS:

- A bachelor's degree or higher from a regionally- accredited college or university. Post-bachelor's degree study consisting of a minimum of 48 semester units specializing in school counseling
- Valid California Commissioned Pupil Personnel Services certification in School Counseling

PREFERRED QUALIFICATIONS:

- Master's Degree in School Counseling or related degree
- One to three years' experience as a School Counselor
- Experience in the use of electronic student data management systems
- Demonstrated ability to work with diverse populations and cultures

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist all students, individually or in groups, with developing academic, college/career, and personal/social goals and plans.
- Assist students with college and career exploration tools.
- Monitor student achievement/academic progress to ensure progress towards fulfilling graduation requirements.
- Communicate with students and parents regarding class placement, course selection, and/or graduation requirements.
- Collect, interpret, and analyze student related data to inform the school counseling program and to evaluate program impact on school/district goals.
- Assist teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.

- Consult and collaborate effectively with parents/guardians, teachers, administrators, and other educational/community agencies in support of students.
- Implement an effective referral and follow-up process.
- Provide short-term, solution-focused individual and small group counseling support to students with identified concerns and needs.
- Provide crisis counseling as needed.
- Develop and implement activities and programs for college/career awareness, exploration, and preparation for students and families.
- Support individual student meetings, including IEP, SST, and 504 meetings.
- Assist in the development and maintenance of site master schedule.
- Provide system support by participating in school and district committees and initiatives.
- Participate in professional development activities to develop knowledge and skills.
- Provide information to staff, parents/guardians, and district/community stakeholders related to the comprehensive school counseling program.