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| Position: Counselor | Work Year: 195 days |
| Classification: Certificated | Salary: Counselor/Psychologist Salary Schedule |
| Reports to: Site Principal | |

DESCRIPTION

Counselors will promote student success through the implementation of a comprehensive school counseling program, using the ASCA model framework, that will address the academic, career and personal/social needs of students in a manner consistent with the Natomas Unified School District (NUSD).

DUTIES AND RESPONSIBILITIES

1. Provide ongoing academic counseling to students to expand practices proven to raise student achievement.
2. Provide ongoing social, emotional counseling to students to expand practices proven to raise student achievement.
3. Develop academic plans to assist students in attaining proficiency in state content standards on target to be college and career ready graduates.
4. Communicate with students, families and district staff regarding student academic progress to assist students to stay in school and on target to be college and career ready graduates; monitor students and make recommendations related to proper placement or actions in support of educating students at a high level.
5. Advise students regarding classes and programs to provide students access to high quality learning options and a variety of activities.
6. Notify student of progress toward graduation; evaluate student transcripts and credits to create four-year planning and college eligibility, including counseling regarding A-G course requirements.
7. Conduct student conferences and refer students and families to appropriate agencies, support services and community resources as needed; assist students with decision-making, coping strategies, proper behaviors and goal setting.
8. Provide college and career guidance to students as related to assigned duties; develop academic plans to prepare students in meeting college prerequisites; discuss interests and goals, prepare a variety of written recommendations to colleges, scholarships and special programs. Counsel students regarding the college admission and application process, prerequisites and financial aid.
9. Identify and counsel a variety of students with an emphasis on at risk populations. Refer potential dropouts to services beyond the scope of the traditional program - to continuation and adult schools. Assist credit-deficient students with referrals to programs offered such as summer school and credit recovery.
10. Assists in identifying school program needs for the purpose of developing school instructional programs geared to meet individual student needs.
11. Assists in the planning, development, and implementation of programs (e.g. guest speakers, student visitations, orientations, transition activities) for the purpose of promoting student educational and social development and success.
12. Consults and collaborates with teachers, staff, parents and community entities for the purpose of understanding and meeting the needs of students.
13. Consult on and conduct an analysis of master schedule.
14. Visit on-site classrooms and feeder schools to disseminate information, and coordinate the registration of student courses (course selection). Collaborate and articulate with other school counselors, including feeder schools, regarding student placement and to facilitate smooth transitions.
15. Establish professional goals,

16. Pursue professional growth and participate in local and state school counseling related conferences and workshops.
17. Plans, develops and presents, as requested, a variety of reports pertaining to site counseling and guidance functions and activities for the purpose of planning for success.
18. Utilize technology and data-based systems to develop strategies for implementation of intentional school counseling activities.
19. Collect, organize and analyze student information through the use of academic historical data, test results, and interview techniques.
20. Develop a planning calendar for school counseling program activities.

MINIMUM QUALIFICATIONS:

- Possess a valid California Pupil Personnel Services Credential authorizing School Counseling, or equivalent
- Master's Degree required (in counseling, psychology, social work, education, or related field)

KNOWLEDGE OF:

- American School Counselor Association (ASCA) National Model
- California School Counseling Association Standards (CASC)
- Principles and procedures related to counseling programs and services
- Master scheduling process and methods
- Graduation and college entrance requirements, including college remediation methods
- Counseling techniques, laws, rules and regulations
- Community resources
- All Mandated Reporter responsibilities including Child abuse reporting laws
- Enrollment and Registration procedures
- Interpersonal skills using patience and courtesy
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of district students.
- Oral and written communication skills
- Record keeping techniques

ABILITY TO:

- Provide counseling services to students
- Communicate with students, parents, and appropriate staff regarding student progress
- Perform a variety of administrative functions related to counseling standards
- Identify student needs related to counseling
- Prepare and maintain a variety of documents related to counseling students
- Maintain current knowledge of program rules, regulations, requirements, and restrictions
- Establish and maintain cooperative and effective working relationships with others
- Read, interpret, apply and explain rules, regulations, practices and procedures
- Operate basic office equipment
- Work confidentially with discretion
- Speak to deliver presentations

PHYSICAL REQUIREMENTS:

- Office environment subject to frequent interruptions, subject to driving to off-site meetings.
- Physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.