

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

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**Position:** Guidance Learning Dean (G.L.D.)

**Classification:** Certificated  
Management

**Reports to:** Principal

**Range:** Certificated Management  
Salary Schedule

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### **EDUCATION AND EXPERIENCE**

- A minimum of three years of successful academic counseling experience, preferred
- A minimum of three years of successful site-level administrative experience, preferred
- Demonstrated achievement as an educational leader with vision and strong interpersonal skills, including specific evidence of student academic improvement in a school setting as a result of the candidate's leadership
- California Administrative Service Credential, required
- Master's Degree, preferred
- Pupil Personnel Services (PPS), preferred

### **SUMMARY**

Provide academic, personal and career counseling services to students; communicate with students, parents, and appropriate District staff regarding student progress; performs a variety of administrative functions.

### **SPECIFIC RESPONSIBILITIES**

1. Develop and implement a guidance and academic counseling advisory program; communicate with students, parents and District staff regarding student progress; monitor students and make recommendations related to proper placement or actions.
2. Provide personal, crisis and social counseling services to students; conduct student conferences and refer students to appropriate agencies as needed; assist students with decision making, proper behaviors and goal-setting.
3. Provide college and career guidance to students; 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.
4. Assist with the development of the Master Schedule and the addition or deletion of classes when applicable and all relevant schedule changes.
5. Develop and administer disciplinary procedures including conduct referrals, suspensions and expulsions in accordance with District policies and State laws; confer with students, parents, teachers and community agencies; respond to and resolve parent, student and staff complaints.
6. Establish, coordinate and maintain communication with community and parent groups; attend a variety of meetings and events to represent the school; develop correspondence, newsletters, or flyers to promote school activities and achievements.
7. Review, rewrite and update faculty handbook and attend faculty meetings and in-service training.
8. Perform a variety of administrative functions including administering various tests and supervising campus activities.
9. Prepare and maintain a variety of lists, transcripts, profiles, cum folders, records and reports related to students.
10. Perform related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Knowledge of:

- Principles and procedures related to enrollment, scheduling, vocational guidance, testing and other related counseling programs.
- Curriculum appropriate for high school students.
- Counseling techniques, laws, rules and regulations.
- Interpersonal skills using tact, patience and courtesy.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.
- Oral and written communications skills.
- Record-keeping techniques.
- Policies and objectives of various guidance programs and activities.
- Administrative/Supervisor/Guidance Dean (G.L.D.) Continued

### Ability to:

- Effectively evaluate certificated staff.
- Oversee the functions and activities of the guidance office at assigned high school. -Assist with the development of the master schedule.
- Provide counseling services to assigned students.
- Lead and coordinate counseling staff.
- Prepare and maintain student and related guidance records
- 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, policies and procedures. -Assign and review the work of others.
- Operate a computer terminal.
- Ability to access learning facilities.
- Work confidentially with discretion.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**08.18.2020**