COUNSELOR - SENIOR HIGH SCHOOL

DEFINITION:

To provide academic and emotional counseling to students.

EXAMPLE OF DUTIES:

Scheduling

- Responsible for the scheduling of all students
- Responsible for conducting all student and parent orientation meetings at entry grade levels (i.e.: 7th grade and 9th grade)
- Responsible for processing all student and teacher requests for class changes
- Responsible for working with the principal in the development of the master teaching schedule
- Responsible for maintaining a balanced class size as much as the master teaching schedule will allow
- Responsible for Tenth Grade counseling conferences

Preventive Discipline

- Responsible for working with students regarding attendance at school
- Responsible for working with students regarding any classroom behavior which might adversely affect their academic achievements
- Responsible for working with students regarding inappropriate behavior while attending school, in classroom, on campus, or at school activities

Counseling with students

- Responsible for listening to and advising students regarding personal problems
- Responsible for counseling students regarding their academic status, specifically graduation requirements
- Responsible for counseling students regarding career and vocational choices and opportunities
- Responsible for conducting all necessary conferences, whether with teachers and/or parents
- Responsible for counseling with students regarding peer problems
- Responsible for counseling with students who have academic achievement problems

Counseling duties and responsibilities as related to teachers:

- Responsible for initiating and conducting all conferences requested by a teacher for the following reasons:

- ➢ irregular classroom attendance;
- ➢ unacceptable classroom behavior.

- Responsible for teacher orientation regarding the counseling department's philosophy and procedures of operation

This communication may be accomplished by classroom visits, meetings with the teachers during their conference periods or before and after school.

- Responsible for processing all student referrals by teachers specifically sent to the counselors and/or student referrals which the principal feels can, more appropriately, be handled by the counseling department
- Responsible for assisting any teacher with his or her classroom management whenever requested to do so

Counseling duties and responsibilities as related to parents:

- Responsible for contacting and communicating regularly with parents regarding their son's/daughter's academic progress, school attendance, testing results and behavior problems
- Responsible for involving the parents in the course selection process-this may include group meetings, individual conferences and/or appropriate letters sent to the parents at home
- Responsible for working with the parents regarding career and occupational decisions
- Responsible for working closely with parents regarding graduation requirements and their son's/daughter's academic status at least twice each school year

Counseling duties and responsibilities as related to District Personnel and Public Agencies:

- Responsible for attending all meetings regarding the placement of students into special programs
- Responsible for processing all student referrals to the District Psychologist, Nurse and Speech Therapist
- Responsible for working cooperatively with all community and county agencies which affect the safety and welfare of students (i.e.: Patterson Counseling Center, Welfare Department, Probation Department, SARB and law enforcement agencies)
- Responsible for handling referrals regarding child abuse

Supervisory and adjunct duties and responsibilities related to counseling:

- Responsible for administering and interpreting all local and state mandated tests
- Responsible for campus supervision and duties as assigned by the principal

- Responsible for working with the principal whenever student welfare is involved
- Responsible for maintaining regular communication with the principal regarding all student behavior, attendance and academic problems
- Responsible for performing all other duties as assigned by the principal

DESIRABLE QUALIFICATIONS:

Bilingual/Spanish

- Knowledge of:

  - ➢ Laws pertaining to confidentiality and counseling;
  - ➢ Scheduling;
  - ➢ Learning styles;
  - ➢ Special Education;
  - ➢ Community/Agency resources;
  - ➢ Conflict Resolution; and
  - ➢ Use of computers and technology

Ability to:

- Perform personal counseling, crisis counseling, college counseling and career counseling in a group or individual setting.

Experience:

- Three years of teaching experience is desirable.

EDUCATION/CREDENTIAL:

- Pupil Personnel Services Credential.

SUPERVISION:

Works under the supervision of the Principal.

Board adopted: April 3, 1995

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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Employee Signature ***Date***

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Name Printed