

## SAN YSIDRO SCHOOL DISTRICT

**TITLE:** School Counselor  
**DEPARTMENT:** Assigned Site  
**FLSA:** Exempt  
**Revised:** March 2020

**REPORTS TO:** Site Administrator  
**CLASSIFICATION:** Certificated  
**SALARY:** Certificated Salary Schedule  
**Board Approved:** April 16, 2020

**BASIC FUNCTION:** The School Counselor is a professional educator with specialized training in counseling, whose main focus is on the optimum development and learning efficiency of the individual student. The school counselor is responsible to the principal or administrative designee.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)**

- Counsels with students individually and in groups; assists them in developing decision-making skills, formulating realistic goals, and making educational and career plans and choices.
- Plan and implement a school counseling program that includes academic, career, personal and social emotional development.
- Conducts educational planning through articulation, orientation, and program placement.
- Disseminates education planning through articulations, orientation, and program placement.
- Provides input and assists in the implementation of the master schedule including scheduling of students and balancing classes.
- Acts as facilitator/consultant for teachers, students, and parents regarding problems of educational development and special student needs.
- Identifies and arranges for the provision of special school or community programs and services to students and their families.
- Ensures integrity of student records and files. Serves as a student advocate
- Maximizes the effectiveness of a school counselor within the guidance profession through participation in professional meetings and professional growth experience.
- Facilitates cooperative interrelationships between the school and the community, providing information and services, and encouraging open communication and involvement.
- Develops, implements, and supervises systems and procedures for disseminating information regarding college and other training institutions, including entrance requirements, program offerings scholarships and financial aid.
- Serves as an advocate for high academic achievement and social development of all students.
- Provides school-wide prevention and intervention strategies.
- Counsels students on various phases of their personal, emotional, social and educational adjustment.
- Serves as a member of the SST, 504 and/or Individualized Education plan teams as needed.
- Assesses students educationally related to mental health.
- Provides services for students that require ERMH services.
- Serves as a member of the school site PBIS and MTSS teams.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**  
**EDUCATION AND EXPERIENCE**

- California Pupil Personnel Services (school counseling) credential

**KNOWLEDGE OF:**

- Communication skills adequate to represent the school district in public meetings.
- Personal qualities which will enhance relations with students, staff, and parents of the school and community.
- Laws, regulations and procedures related to counseling functions.

**ABILITY TO:**

- Perceive and be sensitive to the needs and characteristics of a multicultural community.
- Work cooperatively with representatives of the schools, law enforcement agencies, welfare groups, youth agencies, and other community agencies.

**DESIRED QUALIFICATIONS:**

Bilingual and Bi-literate (English / Spanish)

**WORKING CONDITIONS**

Indoor and outdoor school setting which can include office and outdoor interactions.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information and read student body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.