

---

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**TITLE:** HIGH SCHOOL COUNSELOR

**REPORTS TO:** School Site Principal

**Objective:** To promote student achievement and success by providing comprehensive school counseling program that addresses academic, personal/social and career/college development for all students.

**Job Goal:** Under the direction of the principal, the counselor assumes responsibility for all phases of pupil personnel services and coordination of student learning at the school site.

**QUALIFICATIONS**

***Knowledge of:***

1. Academic, college/career, mental health, and social emotional behavior support.
2. Alternative educational programs.
3. Childhood and early adolescent developmental issues.
4. Eligibility and specialized programs participation.
5. Intake and registration procedures
6. Master scheduling process
7. Student support programs.
8. Student Information System.
9. Graduation requirements and college entrance requirements
10. Safety rules and regulations for this position.

***Ability to:***

1. Communicate effectively, both orally and in writing, with all members of the educational and broader community.
2. Demonstrate strong organizational and student-centered leadership.
3. Establish and maintain effective relationships with students, staff, parents, and community partners.
4. Work independently with minimal direction and collaboratively as part of a team.
5. Analyze problems, identify solutions, and make timely, well-reasoned decisions in demanding environments.
6. Support and counsel students individually and in groups to improve attendance, behavior, and achievement.
7. Design, develop, and implement programs aligned with district goals, student needs, and programs aligned with district goals and student needs.
8. Interpret and apply rules, regulations, policies, procedures, and safety requirements.
9. Input, analyze, and use data to guide decisions.
10. Serve as a resource to students, staff, and families.
11. Resolve interpersonal conflicts professionally, tactfully, and confidentially.
12. Supervise and support assigned staff when applicable.
13. Manage time effectively, meet deadlines, and maintain regular, punctual attendance.
14. Operate computers, software, and job-related equipment.
15. Work effectively with individuals from diverse cultural, linguistic, and socio-economic backgrounds.
16. Perform essential physical and job-related tasks, including sitting for sustained periods and safely operating a motor vehicle when required.

---

**Training and Experience**

1. A Master's Degree or higher from an accredited institution.
2. A minimum of three (3) years of classroom teaching experience desired.
3. Possession and maintenance of a Pupil Personnel Services Credential.
4. Possession and maintenance of a California Teaching Credential desired.

**ESSENTIAL FUNCTIONS**

1. Provides a comprehensive counseling program focused on academic development, social-emotional growth, mental & behavioral health, and college/career readiness
2. Coordinates counseling services within the TK-12 sequence to ensure continuity and alignment.
3. Serves as a contributing member of the management team to support district priorities and ensure effective site operations.
4. Collaborates with site leadership and student support teams to design, implement, and monitor systems that improve student achievement, behavior, and engagement.
5. Assists students with academic, career, and social-emotional planning, including academic placement and referrals for interventions (IEPs, SSTs, special education assessments).
6. Participates in collaborative problem-solving teams to identify students in need of targeted academic, behavioral, or attendance interventions.
7. Visits classrooms regularly to support student learning and behavior.
8. Supports teachers in developing and implementing effective classroom behavior strategies.
9. Partners with parents to enhance students' behavioral and academic development.
10. Provides social-emotional and behavioral support through school-wide and classroom-based instruction.
11. Collects, inputs, and interprets data to inform decisions.
12. Maintains documentation and confidential student records.
13. Participates in district and site in-service training and attends meetings as assigned.
14. Supports administrators and staff on matters related to student discipline.
15. Serves as a member of IEP/504 teams and/or acts as the administrative designee.
16. Serves as a liaison with community agencies and organizations to support individual student needs.
17. Provides grade-level transition activities.
18. Participates in campus supervision before/after school, during recess, and at school events.
19. Provides professional development for staff and workshops for parents.
20. Facilitates student wellness and engagement surveys and shares findings to inform schoolwide efforts.
21. Provides short-term individual and group counseling to students with identified needs.
22. Facilitates restorative conversations to address peer conflicts and promote positive relationships.
23. Coordinates or provides crisis intervention support and responds to emergencies.
24. Provides on-the-spot support for urgent student social, emotional, or behavioral needs.
25. Assists students with course selection, academic workload management, and organizational strategies.
26. Evaluates student transcripts and assessment data to assist students in developing an appropriate course of study aligned with post-secondary goals and academic needs.
27. Supports development and implementation of the master schedule.
28. Reviews and evaluates student transcripts for graduation requirements and A-G completion.
29. Facilitates college recruitment and placement activities, writes letters of recommendation, reviews college applications, and supports FAFSA/CADAA submission and NCAA eligibility.
30. Facilitates exploration and development of postsecondary plans for all students.
31. Coordinates and manages academic programs such as Advanced Placement (AP),

---

*Essential Functions Continued:*

- 32. International Baccalaureate (IB), and Dual Enrollment (DE).
- 33. Participates in extended supervision to support high school activities and events.
- 34. Evaluates assigned staff.
- 35. Performs other related duties as directed.

**PHYSICAL ABILITIES**

- 1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- 2. Able to conduct verbal conversation in English or other designated language.
- 3. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4. Ability to understand speech at normal levels.
- 5. Able to hear normal range verbal conversation (approximately 60 decibels.)
- 6. Able to sit, stand, stoop, kneel, bend, and walk.
- 7. Able to sit for sustained periods of time.
- 8. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
- 9. Ability to push, pull, and transport instructional and/or presentation materials.
- 10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
- 11. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
- 12. Able to operate a motor vehicle in a safe and effective manner.

**TERMS OF EMPLOYMENT:** 205-day work year  
 Certificated Management

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The Site Principal in collaboration with the Director of Student Support or designee will give the evaluation.

Approved by: Board of Education

Date: 6/25/2015

Revised: 3/8/2018

Revised: 12/16/2025

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
 TOBACCO-FREE, DRUG-FREE WORKPLACE AND  
 AN EQUAL OPPORTUNITY EMPLOYER**