

Job Description



Job Title: **COUNSELOR**

- A. Primary Function: A school counselor is a credentialed professional who promotes student success, provides preventive services, and responds to identified student needs utilizing leadership, advocacy, and collaboration in implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students. Data and statistics will be maintained and reported by the counseling department annually as part of the District, schoolwide and counseling needs assessment, planning and goal setting process. The counselor is expected to know and to be responsive to the educational philosophy and objectives adopted by the Board of Trustees.
- B. Directly Responsible To: Principal or designee
- C. Assigned Responsibilities: (Under the direction of the Principal or designee)
1. Assists in developing a student's four-year program and/or middle school program.
 2. Reviews individual student's academic and behavioral records.
 3. Confers and conferences with parents and students.
 4. Assists students with registration.
 5. Identifies students who are at risk of not graduating or passing CAHSEE.
 6. Assists administrative personnel in the establishment and maintenance of master schedule.
 7. Furnishes detailed information on course content of required and elective courses to students and parents and advises them on selection of classes most beneficial to the student's development.
 8. Conducts or assists administrative personnel with educational planning for, and registration of new and returning students.
 9. Counsels students to successfully transition to postsecondary education or employment.
 10. Assists Career Guidance Specialist with the development and operation of a career guidance center.
 11. Enrolls students in occupational programs available through the ROP.
 12. Promotes the Regional Occupational Program within the school and community.
 13. Maintains accurate student records including career decisions, progress reports, attendance in ROP program and follow-up.

14. Assists Assistant Principal, Student Services, with coordination of the scholarship program.
 15. Maintains and reports individual student and department data and statistics.
 16. Assists in the development and monitoring of individual education plans for students with exceptional needs.
 17. Assists with all students' plan for the future and become aware of their career potential.
 18. Performs other duties as assigned by the principal.
- D. Counselor responsibilities include the following components as laid out in AB 1802 and SB 1131.
1. Provide individualized review of the pupil's academic and department records.
 2. Confer with each pupil and, if practicable, the parents or guardian of the pupil, to explain the academic and department records of the pupil, his/her education options, the coursework and academic progress needed for satisfactory completion of middle or high school, passage of the high school exit examination and the availability of career technical education. The educational options explained at the meeting shall, if services are available, include college preparatory programs and vocational programs, including regional occupational centers and programs and any other alternatives available to pupils within the District.
 3. Identify pupils who are at risk of not graduating with the rest of their class, are not earning credits at a rate that will enable them to pass the high school exit examination, or do not have sufficient training to allow them to fully engage in their chosen career, and shall do all of the following:
 - a. Develop a list of coursework and experience necessary to assist each pupil in their respective grade that has not passed one or both parts of the high school exit examination and to successfully transition to postsecondary education or employment (grades 10 and 12).
 - b. Develop a list of coursework and experience necessary to assist each pupil in grade 7 who is deemed to be at the far below basic level in English language arts or mathematics pursuant to California Standards Tests administered to pupils grade 6 to successfully transition to high school and meet all graduation requirements, including passing the high school exit examination.

- c. A copy of the list of coursework and experience necessary shall be provided to the pupil and his/her parent or legal guardian. The District shall ensure that the list of coursework and experience is part of the cumulative record of the pupil.
 - d. The list of coursework and experience for a pupil enrolled in grade 12 shall include options for continuing his/her education if he/she fails to meet graduation requirements. These options shall include, but not be limited to, all of the following:
 - 1) Enrolling an adult education program
 - 2) Enrolling in a community college
 - 3) Continuing enrollment in the pupil's school district
- E. As a condition of receipt of funds pursuant to this article, a school district shall require each school within its jurisdiction to offer and schedule an individual conference with each pupil, identified in section D and his/her legal guardian and a school counselor. The individual conference shall be scheduled, to the extent feasible, according to the following requirements:
- 1. Conference before January of that school year in which the pupil is enrolled in grade 7.
 - 2. Conference between the spring of that school year in which the pupil is enrolled in grade 10 and the fall of the following school year in which the pupil would be enrolled in grade 11.
 - 3. Conference after November of that school year in which the pupil is enrolled in grade 12, but before March of the same school year.
 - 4. Apprise the pupil identified in section D and his/her parent or guardian of the following:
 - a. Consequences of not passing the high school exit examination.
 - b. Programs, courses, and career technical education options available for pupils needed for satisfactory completion of middle or high school.
 - c. Cumulative records and transcripts of the pupil.
 - d. Performance on standardized and diagnostic assessments of the pupil.

- e. Remediation strategies, high school courses, and alternative education options available to the pupil.
- f. Information on postsecondary education and training.
- g. The pupil's score on the English language arts or mathematics portion of the California Standards Test administered in grade 6, as applicable.

Counselor

F. Minimum Qualifications:

- 1. Credential: Pupil Personnel Services Credential; Secondary teaching credential preferred
- 2. Education: Bachelor's Degree including all courses needed to meet credential requirements, Master's Degree preferred
- 3. Experience: Successful classroom teaching experience preferred. At the secondary level.

G. Work Year: 199 days