

Laguna Beach Unified School District

Job Description: High School Counselor

DEFINITION

Provide counseling services to high school students under the direction of the High School Principal in coordination with the Director of Special Education. The High School Counselor works with all students, school staff, families, and community members as an integral part of the educational program. The role of the counselor is to promote school success by focusing on academic achievement, prevention and intervention activities, advocacy, and social growth, and by assisting with the development of short- and long-term academic and personal goals.

ESSENTIAL FUNCTIONS

- Collaborate with general and special education faculty as well as the school psychologist, speech pathologist, Orange County Mental Health (OCMH), and Director of Special Education.
- Assist teachers with effective discipline and academic techniques.
- Provide input and counsel students for appropriate course selection.
- Provide students with test-taking and study strategies.
- Work closely with students in support and special education.
- Facilitate testing and submit paperwork to the SAT Committee for students with disabilities.
- Coordinate and serve as a member of the Student Study Team to assist in developing and monitoring individual student success plans.
- Participate in and coordinate IEP and 504 meetings.
- Evaluate and refer students to alternative education programs for students with extreme credit deficiencies.
- Enroll and monitor students in adult education courses.
- Provide individual counseling to support students' skill-building in interpersonal relations, problem-solving, decision-making, and social and emotional adjustment.
- Provide small group counseling.
- Monitor student attendance and behavior along with the Attendance Clerk and Assistant Principal.
- Conduct student/student and teacher/student mediation.
- Register new students and evaluate transcripts from outside the District.
- Write recommendations for students wishing to attend private schools, boarding schools, or studying abroad.
- Evaluate transcripts of all grade levels:
 - Monitor 4-Year Plans
 - Notify students when summer school is required
- Meet with each grade level regarding college/academic planning.
- Conduct classroom presentations to all seniors regarding college applications and instruct students on how to choose schools and create a folder for college recommendations.
- Complete school reports.
- Complete college letters of recommendation.
- Communicate regularly with 12th-grade "at-risk" students and parents.
- Conduct 8th-grade presentations at the middle school.
- Organize the PSAT held on campus.
- Supervise foreign exchange students and programs.
- Collect data and support "at-risk" students:
 - Meet with the students regularly
 - Provide incentives
 - Conduct parent/student meetings
 - Observe students in classrooms
- Collaborate with outside agencies to provide services to students, parents, and staff; meet, confer, and counsel with parents and school personnel in developing alternative solutions to students' educational, social, and emotional problems and concerns.
- Work with the principal on the master schedule:
 - Level classes

- Add or delete sections
- Review students' transcripts related to course choices
- Serve as a resource to the site, District personnel, and members of the school community.
- Organize and present registration materials.
- Evaluate student transcripts, records, and test scores to ensure appropriate placement; interpret information for students and parents.
- Support development of the Individual Student Portfolio (ISP).
- Support the Professional Learning Communities (PLC) program.
- Provide site leadership for curriculum development and implementation of District-adopted projects, such as the Social-Emotional Learning Standards.
- Provide crisis intervention
- Serve on committees
- Perform other duties as assigned.

QUALIFICATIONS

Credential: Valid California Credential or license authorizing service in grade levels and areas assigned.

Education: Bachelor's degree, including all courses to meet credential requirements.

Experience: Three years of successful teaching experience is normally required prior to assignment to this position, as well as training received relating to counseling services.

Licenses: Possess and maintain a valid California Driver's License (Class "C" minimum) and validation of insured.

PERSONAL QUALITIES

- Maintain cooperative and ethical relationships with colleagues, administrators, parents, and support personnel by carefully seeking facts and reasons for decisions.
- Must demonstrate good judgment, individual initiative, enthusiasm, sense of humor, and support of decisions made in the best interest of the school district.
- Personal appearance and grooming which will establish a desirable example for students.

PHYSICAL DEMANDS

The physical demands described here are representative of those that an employee must meet 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 talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must have the physical ability to read handwritten or typed documents and to view the display screens of various office equipment and machines.

The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Personal Qualities:

- Independent worker

- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.