

JOB TITLE:

Counselor (Grades 7-12)

GENERAL SUMMARY:

Under the general supervision of the site administrator works closely with the school, District and community personnel in the support of a counseling and guidance program which assists each student in establishing short and long range goals and in developing programs to meet these goals; and to perform other duties directly related to this position description.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

General:

Develops and delivers the school group guidance program and interprets guidance program to students, staff and community.

Adjusts student schedules to provide maximum coordination among students, staff and community and to maintain class balance.

Conducts district and state testing programs.

Coordinates follow-up studies on alumni as an assistance to overall program evaluation.

Provides articulation services between the K-6 elementary school programs and the high school to assist students in making the transitions.

Conducts structured, goal-oriented counseling sessions in systematic response to the identified needs of individual students or groups of students.

Provides consultation to all personnel regarding specific students and general school issues.

Participates in conferences with parent, staff and social agencies regarding students. Provides consultation to parents regarding specific issues that interfere with school and success.

Additional Related Duties/Responsibilities:

Provides the professional staff with information and counseling regarding student needs as they apply to school curriculum and school climate.

Assists in developing prevention and early intervention programs which address identified student needs.

Participates in conferences with students, parents, staff, social agencies and other significant persons regarding student progress in the cognitive, affective, and behavior domains.

Works with teachers in the classroom on problem prevention and assists in monitoring "at risk" students.

Writes college recommendations for students as requested.

Working Conditions:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Environmental Conditions:

Work is predominantly in school environment.

Temperature – normal climate.

Contacts:

Daily contact with students, teachers and school staff.

Regular/occasional contact with parents, community members and outside agency personnel.

Occupational Certificates/Licenses:

Holds an appropriate California Pupil Personnel Services Credential or valid emergency certification issued by the California Commission on Teacher Credentialing.

First Aid and CPR certification.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.