



**CLASS TITLE: SCHOOL COUNSELOR
CERTIFICATED**

BASIC FUNCTION:

Under the general direction of the Assistant Superintendent of Student Services, the principal and/or an administrative designee of the principal. The school counselor is a professional educator with specialized training in school counseling and guidance programs that include academic, career, personal and social development for students. The school counselor is an advocate for the high academic achievement and social development of all students.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Counsel with students individually and in groups-related to academic topics; assists students in developing decision making skills, formulating realistic goals, and making educational and career plans.

Conduct educational planning through articulations, orientation, and program placement.

Interpret individual assessments to determine educational needs of students.

Participate in group and individual meetings including Student Study Team, Individual Education Program (IEP) and Section 504 meetings.

Establish workload priorities and meet deadlines.

Provide input and assist in the implementation of the master schedule, including: Advertise curriculum offerings to students at the site and feeder schools and set registration procedures; create and implement student registration process; create forms; class presentations on course offerings; meet with students to determine classes; meet with feeder school personnel to determine timelines, procedures, and distribution of materials; edit/update student schedules based on finalized master schedule; resolve conflicts in student schedules as a result of the finalized master schedule; assist administration with balancing class size

Serve as a resource person in curriculum planning.

Act as facilitator/consultant for teachers, students, and parents regarding problems of academic, social development and students with special needs. Identify and refer students as necessary.

Provide personal and social counseling, in which pupils receive counseling pertaining to interpersonal relationships for the purpose of promoting the development of their academic abilities, careers and vocations, personalities, and social skills.

Ensure integrity of student records and files.

Serve as a student advocate

Maximize the effectiveness of the school counselor within the guidance profession through participation in professional meetings and professional growth experiences



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Facilitate cooperative interrelationships between the school and the community, providing information and services, and encouraging open communication and involvement

Develop, implement, and supervise systems and procedures for disseminating information regarding college and other training institutions, including entrance requirements, program offerings, scholarships and financial aid

Arrange for administration of vocational, aptitude and interest surveys in regard to career selection

Be available to students and staff as a contact person in the areas of vocational guidance, work experience, and drop-out intervention

Perform communication tasks as they relate to career information, job seeking, and vocational choices

Assist in monitoring and follow-up of “at-risk” students for the purpose of enhancing student success in school.

Identify "at-risk" students as those who the school counselor has documented as exceeding the scope of 1) academic counseling, 2) Career and vocational counseling and 3) Personal and social counseling, in which pupils receive counseling pertaining to interpersonal relationships for the purpose of promoting the development of their academic abilities, careers and vocations, personalities, and social skills.

Refer the student if the presenting problem as observed or documented exceeds the scope to where the safety of the student or others is a concern or if the student has been determined by the school counselor to be in psychological distress. The student may be considered “at risk” and therefore referred for Clinical Counseling.

Refer to “psychotherapists” inclusive of clinical social workers, marriage and family therapists, clinical psychologists and/or school psychologists.

Report “at risk” behaviors which may include information of a personal nature which is disclosed by a pupil when the school counselor has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the pupil or the following other persons living in the school community: administrators, teachers, school staff, parents, pupils, and other school community members.

Assist in providing communication with outside agencies for the purpose of ensuring successful participation in the academic program.

Assist school sites in developing a safe and positive learning environment for the purpose of enhancing student success in school.

Assist school sites with “at-risk” student referral protocols for the purpose of providing requested information.



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Assist site administrators in planning and modifying student support services for identified “at-risk” students.

Communicate with parents, teachers, administrators, and other professional staff for the purpose of assisting them in the understanding and educational planning for students.

Work cooperatively with school psychologists and Individual Education Program (IEP) teams.

Work cooperatively with site and district administrators for the purpose of providing assistance to schools during crisis interventions.

Identify resources in the community and makes appropriate referrals for the purpose of providing support to students and families.

Keep informed on the content and status of current legislation as it relates to students and families.

Document contact counseling sessions (i.e. evaluations, observations, student records, progress, contacts with parents, teachers, etc.) for the purpose of providing written support, developing recommendations and/or conveying information.

Provide and coordinate parent education and staff in-service for the purpose of providing information regarding the academic development of students.

Provide classroom demonstrations on strategies for the purpose of ensuring successful participation in the academic program.

Support and organize academic planning for access and success in higher education programs including advisement on courses needed for admission to public colleges and universities, standardized admissions tests, and financial aid.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Excellent oral and written communication skills;

Strong decision-making, analytical and organizational skills;

Interpersonal skills using tact, patience and courtesy;

Leadership and team building skills, strong organizational skills, high self-motivation and aptitude for diversification;

Current practices in educational and social development and services for students at risk for school failure;

Understanding of laws, regulations and procedures related to counseling functions.



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ABILITY TO

Work effectively as part of a team in a collaborative manner;
Understand and interpret complex data and abstract concepts;
Conduct research necessary to develop academic and social development plans;
Perceive and be sensitive to the needs and characteristics of a multicultural community;
to work cooperatively with representatives of the schools, law enforcement agencies, welfare groups, youth agencies, and other community agencies;
Understand and carry out oral and written instructions;
Maintain confidentiality of student records;
Meet schedules and deadlines;
Read/interpret/apply rules, regulations, policies;
Rapidly learn methods and materials used in a variety of situations;
Willingness to travel locally at times;
Demonstrate positive working relationship with students, staff, and parents;
Work with diverse groups of students in varied socioeconomic and multicultural areas;
Establish workload priorities and meet timelines;
Work independently with little direction;
Plan and organize work;
Analyze situations accurately and adopt an effective course of action;
Provide services to students for the purposes of providing a safe learning atmosphere and higher academic achievement;
Operate standard office equipment including microcomputers and related software applications.

EDUCATION AND EXPERIENCE:

Credential Requirements

California Pupil Personnel Services (Specialization in School Counseling) credential.

WORKING CONDITIONS:

ENVIRONMENT:

The job is performed under minimal temperature variations with frequent interruptions and a general hazard free environment, including classroom environment, office environment, outside and community locations.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone;
Communicate so others will clearly understand normal conversations and group presentations;
Seeing to perform assigned duties;
Sitting or standing for extended periods of time;
Dexterity of hands and fingers to operate a computer keyboard and other office equipment;
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.