

# **SHANDON JOINT UNIFIED SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**POSITION:** School Counselor

**DEFINITION:**

Develops, plans, implements and evaluates a school counseling, advisory, and guidance program that includes academic, career, personal, and social development as described in Education code 49600; advocates for the high academic achievement and social development of all students; assists with school-wide prevention and intervention strategies and counseling services; provides consultation, training, and staff development to teachers and parents regarding students' needs.

**QUALIFICATIONS:**

- Masters Degree in Counseling, Education or related field preferred
- Worked in public education within the last three years preferred
- Knowledge of childhood and adolescent developmental tasks
- Possesses highly developed, effective and respectful communications skills

**Required:**

- Possess a valid Pupil Personnel Services Credential

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the high school graduation requirements
- Knowledge of entrance requirements for colleges and universities
- Knowledge in assistance for student academic preparation essential to choose from a wide range of post secondary options
- Understands and supports individual student needs
- Knowledge of various alternative education programs available to high school students, including colleges and universities
- Understands and implements professional counseling services as related to personal and confidential student needs
- Encourages students to meet their greatest potential
- Assesses students to provide direction in career guidance
- Knowledge of assisting students in acquiring attitudes, knowledge and interpersonal skills to understand themselves and respect others
- Ability to work cooperatively with parents, staff and students to form a partnership with students' greatest potential and interests as the objective.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**1. Registration/Scheduling**

- Plans for and provides services to be delivered in registration and scheduling
- Counsels all students in his/her charge to facilitate placement into proper programs
- Adjusts student's schedule of classes as needed
- Encourages parents to give input into the scheduling process
- Develops and maintains four-year academic plans for all students
- Assists/advises in the formulation of the master teaching schedule

**2. Vocational/Career Guidance**

- Provide vocational and career guidance

- Provide the student with information regarding vocational opportunities through individual interviews with guidance personnel
- Assist students in recognizing their options through evaluation of transcripts, test scores and other relevant data
- Coordinate career information and activities to assist students-in planning future education goals
- Review materials and current research on career/vocational information
- Assist in vocational research upon request by individual students, parents or faculty; plans, organizes and presents workshops when appropriate
- Assist students with college applications, scholarships, letters of recommendation, financial aid, etc.

### **3. Personal and Academic Counseling**

- Provide sessions in personal and academic counseling
- Respond to student crisis situations as they arise
- Arrange for conferences and counseling with students experiencing difficulties in interpersonal relationships, academic problems and other school-related problems
- Provide counseling and guidance on a one-to-one personal nature at least once each year in order to aid in identifying individual interests, goals, pursuits, and in planning schedules and academic pursuits and developing a high school for-year plan
- Act as a mediator and attempt to resolve parent/teacher conflicts or student/teacher conflicts by objectively pursuing the most educationally productive solution possible for the student
- Attempt to resolve student/student conflict when possible by directive counseling and/or conflict resolution techniques
- Assist students in maintaining/improving academic progress
- Obtain up-to-date teacher evaluations of student behavior, attendance, and attitude in class for counseling purposes and/or parent or other legitimate requests
- Give class presentations with grade level specific information
- Assist in referring students to special services
- Consult with school psychologist and make referrals when necessary
- Evaluate problems which may extend beyond the realm of the school and make appropriate referrals in accordance with established policies

### **4. Reviewing Student Transcripts and Cumulative Folders**

- Keep accurate accounts of relevant information on students in cumulative folders/transcripts and elsewhere when appropriate within the limits of confidentiality
- Evaluate student's educational history
- Provide information on curriculum, promotion/graduation requirements and other relevant information to students
- Communicate with parents/guardians regarding student progress toward promotion/graduation

### **5. Professional Obligations**

- Involved in professional growth activities during the year based on funding and local opportunities
- Fulfill specifically assigned adjunct duties appropriate to the position

- Fulfill assigned duties toward the accomplishment of departmental/school goals and priorities

#### **6. Communication**

- Plan and provide communication with students, parents, department members, and other professionals
- Communicate with department members and other professionals, along with students and parents, in a professional manner and initiates contact when appropriate
- Explain to staff and assist with mandated reporting when appropriate
- Assist with State mandated testing when appropriate
- Assist with and attend school/community projects, e.g., Back to School Night, as appropriate
- Assist with Response to Interventions, IEP, and Section 504 meetings
- Provide appropriate staff in-services
- Assist in the implementation of counseling related grants
- Provide classroom presentations
- Communicate promotion/graduation activities with parents/guardians and students
- Maintain confidentiality of records, cases, and agency proceedings.

#### **7. Other Related Duties as Assigned and Appropriate to the Position**

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

*Board Approved: 9/10/13*