



TITLE: School Counselor

DESCRIPTION: Under the direction of the site Principal the School Counselor will implement a comprehensive guidance program that meets the needs of all students. Promote and enhance academic, personal, social, emotional and career development of all students. Provide assistance for students who are in danger of not completing academic requirements. Consult with parents, teachers and staff to enhance their effectiveness in helping students.

WORK YEAR:

- Elementary counselors follow the 'teachers' work year (184 days).
- Secondary Counselors work an additional ten (10) days beyond the teachers' work year (194 days).
- Head Counselors work an additional eighteen (18) days beyond the teachers' work year (202). This additional time provides the schools with support personnel to assist the principal in implementing a cohesive student program at each school. Head Counselors assist the principal in developing the master schedule.

Counselors are compensated for the additional workdays at the daily rate determined by the placement of each counselor on the district's certificated teacher salary schedule.

DUTIES AND RESPONSIBILITIES:

- Develops and maintains a written plan for effective delivery of the school counseling program based on the American School Counselor Association National Model.
- Communicates the goals of the comprehensive school counseling program to education stakeholders.
- Uses the majority of time providing direct services for students through the guidance curriculum, individual student planning, and preventative and responsive services.
- Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- Assists all students, individually or in groups, with developing academic, career and personal /social skills, goals and plans.
- Provides individual and group counseling to students with identified concerns and needs.
- Consults, educates and collaborates through a variety of education venues with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
- Trains staff on common language to support school wide character education, climate, respect programs

- Uses appropriate assessment procedures for determining and structuring individual and group counseling services.
- Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data.
- Participates in professional development activities to improve knowledge and skills.
- Uses available technology resources to enhance the school counseling program.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Collects and analyzes data to guide program direction and emphasis.
- Measures results of the school counseling program activities and shares results as appropriate.
- Monitors student academic performance, behavior and attendance and assists with appropriate interventions.

DEMONSTRATED ABILITY TO: Establish a desirable example for students, garner excellent recommendations from supervisors or other professionals with first-hand knowledge of applicable skills and qualifications, proven ability to relate well with students, parents, school administrators, and school personnel, and maintains the highest standards of confidentiality, suspend biases and recognize and understand the effects of individual, institutional and historic discrimination in order to provide a full spectrum of appropriate services and support to all students, communicate effectively in a variety of ways with diverse groups.

#### MINIMUM QUALIFICATIONS

1. Credential: Valid California Teaching Credential authorizing service in Pupil Personnel Services (PPS). PPS in School Counseling or Social work will be required based on the assignment.
2. Education: Bachelor's degree, including all courses needed to meet the credential requirements.
3. Education: Appropriate degree needed to meet credential requirements.