



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	High School Counselor	Location:	School Sites
Reports To:	Principal	Supervises:	None
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	197 days / 10 months	Salary:	See lhUSD.org website

Qualifications

- Valid Arizona School Counselor certificate
- IVP fingerprint clearance card through AZ Department of Public Safety

Function

- To serve as a counselor for 9th to 12th grade students

Responsibilities and Requirements

CURRICULUM AND INSTRUCTION

- Implement the standards and benchmarks of the comprehensive school counseling program which is aligned with the American School Counselor Association (ASCA) National Model to provide academic, personal/social, and career competencies to all students
- Develop and implement a comprehensive year-long plan based on Lake Havasu Unified School District Counselor Evaluation and Growth System containing measurable objectives and specific tasks
- Maintain and submit monthly reports of the percentage of time spent implementing all components of the comprehensive school counseling program
- Complete weekly calendar of activities/events/presentations and make available for review by administration
- Provide developmentally appropriate academic, personal/social, and career/occupational information to all students

DELIVERY OF SERVICES

Services to Students:

- Incorporate into the counseling and guidance program the life skills that students need to be successful in the twenty-first century
- Articulate the services available between middle and high school, as well as between high school and college
- Create and maintain a positive, supportive climate
- Assist all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans
- Provide counseling to students about adjustment to school and transition between grade levels
- Provide career development, educational, and occupational information
- Disseminate materials and information about college requirements, college entrance examinations, financial aid, and career trends
- Provide primary prevention instruction at appropriate grade levels
- Use teacher and student participation in the implementation of the school counseling program
- Provide individual and group counseling to students with identified concerns and needs
- Implement an effective referral and follow up process as needed
- Assist in assessment of potential aptitude and interpretation of achievement instruments
- Provide self-concepts development of students through evaluation and assessment

Service to School Staff:

- Organize, coordinate and evaluate an effective school guidance and counseling program that is based upon needs of students, staff and parents
- Plan and establish, in collaboration with educational staff, the comprehensive school counseling program that responds to developmental needs of students
- Provide up-to-date, accurate student records as it relates to the school counseling program
- Facilitate school staff in establishing learning environments most suited to the developmental needs of students
- Assist school staff in interpreting and understanding student data
- Assist school staff in the early identification of student problems
- Facilitate program planning for students with special needs
- Orient the staff to the guidance and counseling services



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- Cooperate with educational specialists and other resources in developing strategies for serving at-risk students, such as potential dropouts

Service to Families and Community:

- Assist parents in developing realistic perceptions of their child's aptitudes, abilities, interests, attitudes and development in terms of educational and occupational planning, school and social progress
- Orient parents and education stakeholders to guidance and counseling services
- Refer parents to outside professional services when needed
- Promote positive public relations with the community
- Communicate effectively with all stakeholders involved

ASSESSMENT

- Collect and analyze data to guide program direction and emphasis
- Conduct a yearly program assessment analysis to review extent of program implementation
- Measure results of the school counseling program activities and share results as appropriate
- Monitor student academic performance, behavior and attendance and assist with appropriate interventions
- Maintain a climate of confidentiality and trust in accordance with guidelines adopted as Code of Ethics by the American School Counselor Association (ASCA) and Arizona School Counselors Association (AzSCA)

OTHER

- Use the skills of leadership, advocacy and collaboration to create systemic change to improve the academic and career success of all students
- Follow specified standards, policies, protocols and procedures of the school and district
- Remain current on state and local policies and programs
- Adhere to ethical practices of the state and national counseling associations
- Maintain professional compliance through professional development, independent studies, or college courses
- Perform such other tasks and job-related duties and responsibilities as may be assigned by the Building Principal

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

Other Information

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.