

School Counselor

BASIC FUNCTION:

Under the direction of a Site Administrator, perform a variety of responsible counseling activities to assure students meet graduation requirements; meet with students to schedule courses, discuss career interests and post-education plans, school performance, and related issues; serve as liaison between parents, students, staff, faculty and administration.

PERFORMANCE RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

Works with students on an individual or group basis in the solution of personal problems related to home and family relations, health, emotional adjustment, truancy and school problems.

Confers with parents whenever necessary.

Provides crisis-counseling services to students dealing with personal issues.

Guides students in their participation in school and community activities.

Obtains and disseminates occupational information to students and to classes studying careers.

Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores, other pertinent data, and works with students in evolving education and occupational plans assuring compliance with graduation and student competency requirements.

Assures the maintenance of a file of catalogs, school profiles and scholarship aid information related to schools, colleges and institutions offering post-secondary training and education through the Career Center and Guidance Office.

Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.

Remains up-to-date on changing job-entry skill requirements and changing technologies in business and industry.

Identify students with difficulty meeting the minimum requirements for graduation; review attendance, grades, behavior, attitudes, and discipline referrals and communicate with parents, teachers or others involved in the student's academic life; determine appropriate changes or referrals to be made; monitor progress of students and provide for proper follow-up.

Meet with students individually or in a group to discuss plans, goals and career interests; advise students regarding courses to take reflecting individual needs and status; complete registration forms and obtain proper signatures; assign course numbers to each class and career path requested by the student and maintain related software program.

Attend a variety of meetings to maintain current knowledge of registration-related issues including, but not limited to, administrative changes, curriculum changes, prerequisite adjustments, UC approved course, A-G requirements, and related matters.

Evaluate student transcripts; conduct an inventory of courses completed and not completed; determine appropriate course of action for students passing or failing courses; contact students and parents as needed; assure students are meeting established requirements; review transcripts for repeated units or errors and report changes with the registrar; assure accuracy in the evaluation of transcripts.

Work with Guidance Techs in making phone calls to parents and provide information regarding warnings, detentions, suspension and related school rules and policies; notify attendance office of contacts attempted or made; determine or participate in determining appropriate course of action for continually truant or tardy students according to established guidelines.

Work with Guidance Techs in overseeing the registration of newly enrolled students; meet with new students to schedule classes; determine level of placement based on previous academic achievement indicated on students' records; request records from schools as needed; conduct orientations for new students explaining policies and procedures.

Conduct or participate in parent, student, teacher, and administrator conferences; set up conferences requested by others; notify parties involved of date, time and location of meetings; prepare pertinent information including transcripts, progress reports, profiles, schedules and other information as requested; follow through on interventions outlined in the conference or refer students to appropriate individual or program.

Conduct Senior grade checks according to established procedures; prepare letters to parents regarding graduation status; provide referrals to credit recovery/alternative education programs as appropriate; maintain related records and forms.

Operate a computer and assigned software programs; operate office equipment as assigned. Maintain current knowledge of information related to the field; read professional materials and attend conferences, workshops and meetings; distribute information to students and parents as appropriate.

Meet with students regarding PSAT and SAT scores; discuss strengths, weaknesses, questions or concerns regarding tests; provide information regarding SAT and other workshops or resources available to improve scores or prepare for tests.

Evaluate transcripts for students considering summer school.

Interpretation and analysis of mandated State tests such as CAHSEE, CELDT, CST, Common Core, and other State/Federal mandated tests for placement of students in appropriate courses.

REPORTS TO/PRIMARY EVALUATOR

Principal or designee

REQUIRED QUALIFICATIONS:

Possess a valid California public school Pupil Personnel Services Credential
Demonstrated successful counselor experience in a multi-cultural setting

DESIRED QUALIFICATIONS:

Master's degree in counseling
Demonstrated successful counselor experience in a multi-cultural setting