

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION
SCHOOL COUNSELOR

CLASSIFICATION: Certificated Employee
SALARY LEVEL: Teachers Salary Schedule
WORK YEAR: 199 Days

JOB DEFINITION:

The School Counselor provides pupil personnel services as assigned, including counseling services to pupils, parents and faculty, which will assist pupils in making appropriate decisions regarding school programs and relationships with teachers, administrators and peers.

SUPERVISOR(S):

School Principal and/or Assistant Principal

QUALIFICATION REQUIREMENTS:

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties

EXAMPLES OF DUTIES:

(May differ according to assignment)

The following is a list of duties that are representative of the position and include but are not limited to:

Essential Duties

Guidance Lessons:

- Uses appropriate content and materials for grade level.
- Establishes rapport with students.
- Delivers lessons effectively.

Small Group and Individual Counseling:

- Guidance is accessible to all students.
- Responds in a timely manner to scheduling/counseling referrals.
- Meets with students to design/review school six year plan.
- Academic review of students each year.

Prevention/Intervention Services:

- Demonstrates involvement with Student Review and Success Teams.
- Assists in implementation or support of conflict resolution/peer mediation programs.
- Participates in crisis response.

Consultation and Collaboration:

- Establishes professional relationships with staff, parents and students.
- Provides knowledge and support of site/District programs for student services.
- Promotes team approach to problem solving.
- Facilitates and interprets academic/career assessments.
- Provides knowledge of academic and support resources in the community and makes appropriate referrals and follow up.
- Provides/assists in guidance related staff in-services.

Program Coordination:

- Assists in planning, evaluating and revising site counseling and guidance program based on the National Standards Counseling Programs.
- Establishes a calendar of guidance activities.
- Promotes counseling and guidance program to students, parents and staff.
- Promotes equity and access for all students.
- Advocates for student needs.

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Other Related Duties (may differ according to the assignment)

- Provides orientation sessions prior to the Fall semester for incoming students and their parents, giving information about attendance, graduation requirements, school expectations, educational alternatives and other District standards.
- Meets with new students that enroll during the year and their parents, to discuss student needs and school expectations.
- Profiles each student in the database, including academic standing, credit status, attendance patterns and school citizenship; monitors students and keeps information current.
- Assists in master schedule development by gathering student program requests, providing data to determine students loading and reviewing master schedule drafts and suggesting revisions where appropriate.
- Builds individual student schedules that respond to student needs and goals.
- Provides accurate and current high school or post-secondary information to students, parents and staff and assist with registration information.
- Attends appropriate in-service training, workshops and meetings as assigned to keep informed of current practices and trends in school counseling.
- Provides first aid and CPR if needed.
- Performs other related duties as may be assigned by the site administrator and pursuant to the Master Contract.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

1. Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
2. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions and make valid judgments and decisions.
3. Manual dexterity sufficient to write, use the telephone, computer, calculator and office machines at required speed and accuracy.
4. Vision sufficient to read handwritten and printed materials and the display screen of various office equipment and machines.
5. Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
6. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
7. Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop and to reach overhead.
8. Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
9. Physical mobility sufficient to move about the work environment (office, District, school, site-to-site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps and to respond to emergency situations.
10. Physical strength sufficient to periodically lift and/or carry 25 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance.
11. Occasionally push and/or pull a variety of tools, equipment, or objects weighing 40 or more pounds with assistance.
12. Typically an indoor work environment with the ability to work indoor/outdoor.

REQUIRED QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college or university.
- Appropriate California Pupil Personnel Services Credential

Experience:

- Previous successful experience as a counselor in a school environment.

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Required Qualifications: (Continued)

Licenses and Certificates:

- Possession of a valid Class C California driver's license (as appropriate to the assignment).

Knowledge of:

School Counseling Standards:

- Standard 1: Program organization
- Standard 2: School guidance curriculum delivered to all students.
- Standard 3: Individual student planning.
- Standard 4: Responsive services
- Standard 5: Systems support
- Standard 6: School counselor and administrator agreement.
- Standard 7: Advisory council
- Standard 8: Use of data
- Standard 9: Student monitoring
- Standard 10: Use of time and calendar
- Standard 11: Results evaluation
- Standard 12: Program audit
- Standard 13: Infusing themes

- Technology and computer software applications relative to counseling services, including student database and scheduling programs.
- Curriculum, instruction and assessment processes and how they should operate in an effective school.
- Effective management practices
- Community Resources
- Child Development
- Conflict Resolution
- Effective time management principles
- Working knowledge of the American School Counseling Association Model
- Thorough knowledge of counseling practices.
- Computer based transcripts, schedules, etc., Internet and software counseling resources.

Ability to:

- Stimulate and motivate students.
- Establish and maintain cooperative relationships with students, school personnel, parents, co-workers and the public.
- Communicate effectively in English language both orally and in writing.
- Meet schedules and timelines
- Organize and sequence activities.
- Work independently with appropriate direction.
- Analyze situations accurately and adopt an effective course of action.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Use tact, patience and courtesy when dealing with people.
- Use initiative and judgment in discussing problems with the public and District staff, involving office practices and policies.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Qualify for the Standard First Aid and CPR certificate.

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DESIRABLE QUALIFICATIONS:

- Experienced in the needs of middle/high school age students and their families.
- Engaging interpersonal skills and strong speaking/writing skills.
- Effective working with groups.
- Collaborative working style and strong work ethic.
- Commitment to professional growth.

Revised: September 21, 2009

Action	Date
Superintendent Approval	9/21/09
Approved by the Board	9/21/09