

SCHOOL COUNSELOR - SECONDARY

DEFINITION

Under the supervision of site administration, the School Counselor provides comprehensive counseling and guidance for all students. The counselor consults and collaborates with teachers, parents and school administrators to enhance their effectiveness with students. The counselor provides proactive leadership in the delivery of activities and services so students can achieve success in school.

ESSENTIAL FUNCTIONS

- Implement an ASCA National Standards aligned school counseling curriculum in the areas of academic, career, and personal/social development
- Guide and counsel students through the development of academic, college/career and personal/social life plans
- Provide orientation activities for incoming students and their parents
- Discuss test results with students and parents and their implications for educational and career planning
- Guide students in utilizing and continuously updating their Six-year Plan
- Guide seniors to help develop their post high school educational and/or career plans
- Coordinate career assessments and interpret results to assist students in their career and educational planning
- Guide all students to develop career educational plans through the teaching and/or supervision of career development activities.
- Counsel with students in groups and individually regarding personal and or social issues, such as anger management, peer relationships and academic or life skills
- Monitor student progress and use data to provide services to those determined to be academically at risk
- Provide prevention and intervention services for students, such as conflict resolution and crisis intervention individually and in the classroom setting
- Consult and collaborate with teachers, staff and parents in understanding and meeting the needs of students including being a resource to teacher
- Provide leadership in incorporating counseling and guidance materials into curriculum, staff development and parent education programs
- Assist families with school related problems and issues and make information available to parents by way of various technological means
- Refer students and their parents to appropriate resources, special programs or outside agencies
- Refer to community-based resources including psychologists, psychiatrists, physicians and service agencies, as needed
- Collaborate with other professionals in enhancing the education of students
- Establish and maintain effective and cooperative relationships with management, other employees and persons contacted through the course of work
- Communicate effectively with administrators, teachers and staff, students, parents and the community regarding the counseling and guidance program and its role in the educational program

- Review the counseling and guidance program annually with other district counselors and administrators to align with standards using the ASCA National Standards
- Establish a planning calendar for school counseling program activities
- Evaluate the site school counseling program
- Pursue professional growth and participate in local and national school counseling related conferences
- Abide by the ASCA Ethical Standards for School Counseling
- Utilize technology and data based systems to make decisions regarding the school counseling program.
- Use data to develop strategies for closing the achievement gap and to promote equity in order to access academic activities and to evaluate and publicize the program
- Provide crisis counseling during critical incidents or other situations, as needed
- Serve as a student advocate and systems change agent
- Perform other duties as assigned or as directed under the guidance of the site administrator
- Attend and actively participate in District-wide counseling meeting
- Participate in District in-service training as required
- Utilize and promote the 40 Developmental Assets

QUALIFICATIONS

Knowledge of:

- Spanish speaking is desirable
- The 40 Developmental Assets

Ability to:

- Use good judgment in the application of District and school policies
- Demonstrate tact, diplomacy and good judgment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand and carry out handwritten/typed documents
- Relate effectively with racially and ethnically diverse staff, students and community members
- Follow District, state and federal rules, policies, regulations and laws
- Meet demanding timelines and schedules
- Work effectively as a member of a team

EDUCATION:

- High School Diploma or General Education Diploma (GED)
- Masters in School Counseling

CREDENTIAL(S):

- Pupil Personnel Services
- Valid California Drivers License

EXPERIENCE

- Previous experience working with secondary school students in a counseling setting
- Bilingual (English/Spanish) desirable

WORKING CONDITIONS

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment: constant interruptions
- Outdoor environment: driving a personal vehicle to conduct work; visit school sites; travel to other organizations and companies; meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Ability to read printed matter and computer screens
- Ability to understand speech at normal levels
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Kneeling, bending at the waist, and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies
- Ability to lift and carry 30 pounds
- Ability to sit for extended periods of time, stand, stoop, bend, climb stairs and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions

EQUAL OPPORTUNITY EMPLOYER

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