

HIGH SCHOOL COUNSELOR

BASIC FUNCTION:

Under the direction of the site administrator, to counsel students at the high school level, with a focus on areas of need in the district's schools, such as early identification of students having academic difficulty, meeting with students and parents to discuss interventions and program options, hold goal setting sessions with incoming students, and increasing the graduation rate.

ESSENTIAL JOB FUNCTIONS:

Register students.

Attain early identification of students having academic difficulty.

Meet with students and parents to discuss interventions and program options.

Hold goal setting sessions with incoming students.

Counsel students in the areas of personal, academic, and career guidance.

Ensure placement in appropriate programs for special needs students.

Emphasize academic guidance for special needs students.

Establish and maintain standards of pupil behavior needed to achieve a desirable academic atmosphere.

Participate in and support activities which are conducive to staff rapport and morale and positive school community relationships.

Participate in planning support programs for special needs students.

Participate in professional growth activities such as classes, workshops, conferences, school and District curriculum committees, and school community activities (such as advisory committees, PTA, youth organizations).

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE:

Develop and maintain open channels of communication between home and school.

Develop and maintain an atmosphere of mutual respect among students, teacher, and staff.

Keep records that meet the needs of students, school, and District.

Adhere to curricula objectives.

Participate in curriculum development.

The ability to communicate in Spanish is desirable.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.

Ability to read printed matter and computer screens.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to push, pull, and transport instructional materials.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to drive a personal vehicle to conduct business.

CREDENTIAL:

Must possess a valid California Pupil Personnel Services credential authorizing service as a school counselor.

Must possess a valid California driver's license.