



Certificated Job Description

GUIDANCE COUNSELOR

General Definition:

The primary role of the school guidance counselor is to provide a comprehensive counseling program for students in grades nine through twelve. Guidance Counselors specifically provide services to meet the needs of assigned students; consult with teachers, staff and parents to enhance effectiveness in helping students and to provide support to other high school educational programs.

Employment Term:

Annual certificated contract days plus 10 extra days

Salary:

Appropriate placement on the certificated salary schedule, \$500.00 stipend

Supervision From:

Principal/Designee

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Baccalaureate or higher degree with an academic major and professional preparation program for the credential(s) held.

Certificates and Licenses:

Current valid California Pupil Personnel Services credential (school counseling credential).
Evidence of TB, and criminal justice fingerprint clearance.

Duties and Responsibilities:

1. Engage, advocate for and support all students in learning.
2. Plan, implement and evaluate programs to promote academic, career, personal, and social development of all students.
3. Utilize multiple sources of information to monitor and improve student behavior and achievement.
4. Collaborate and coordinates with school and community resources.
5. Develop as a professional school counselor.
6. Promotes and maintains a safe learning environment for all students; assists students in crisis as needed.
7. Attends faculty, collaboration, IEP and other meetings in accordance with the collective bargaining agreement.
8. Attends and facilitates 504 accommodation plan meetings.
9. Perform a variety of extra duties, such as, but not limited to: college and career night, scholarship night, financial aid night, graduation, and new student orientations, in accordance with the collective bargaining agreement.

10. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
11. Other related duties as assigned.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 40 lb. such as boxes of books. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.