

## **HIGH SCHOOL COUNSELOR**

### **BASIC FUNCTION:**

Under the direction of the site administrator, to counsel students at the high school level.

### **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.

Counsel students and parents in the area of attendance.

Demonstrate sensitivity to various family and cultural patterns in counseling sessions.

Assist site administrators with the campus supervision and campus control.

Handle minor student discipline referrals.

Assist site administrators with master class schedules and student class schedules.

Administer and interpret testing.

Meet with student groups relative to college admissions, scholarship requirements, and other related matters.

Assist site administrators with student home visitations.

Demonstrate knowledge of child growth and development by identifying student needs, and, when necessary, referring to appropriate resources, such as health and psychological services.

Supervise pupils in out of classroom activities during assigned work time, and accept responsibility for maintaining behavior standards school wide.

Work cooperatively with District staff, support personnel, local school staff, and parents to coordinate effective learning, four year school plans and counseling techniques for 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 AND ABILITY TO:**

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 curricular 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 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 High School Counselor.

Must possess a valid California driver's license.