



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	Counselor
<b>ADMINISTRATIVE RELATIONSHIP:</b>	The Counselor is directly responsible to the principal through the department chair and the instructional vice principal.
<b>CLASSIFICATION:</b>	Certificated
<b>REQUIREMENTS</b>	B.A. (B.S) and valid California credential authorizing pupil personnel services
<b>SALARY SCHEDULE:</b>	Certificated Salary Schedule
<b>WORK - YEAR / HOURS:</b>	195 days
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	April 1, 2015

### BRIEF DESCRIPTION OF POSITION

The counselor is a member of the school guidance team that counsels students, families, and staff on student achievement, career/post-secondary planning, and personal/social development based on the three domains of the American School Counseling Association and The California Standards for the School Counseling Profession.

### DUTIES AND RESPONSIBILITIES

#### Academic

- Counsel students individually in making appropriate decisions regarding course selection.
- Develop data driven grade level guidance curriculum through the use of current technology.
- Provide information on graduation requirements, academic honors and college entrance requirements through:
  - a. individual meetings (student/parent)
  - b. group/classroom presentations
  - c. evening parent workshops
- Coordinate, facilitate, and/or participate in site based intervention teams (ex. SST's, 504's, IEP).
- Collect and analyze student data and transcript to ensure appropriate placement and to monitor individual progress towards graduation.
- Interpret test data to students, parents, and teachers.
- Provide information and refer students to various academic programs (ex: AVID, Middle College BUILD, Academies, tutoring, credit recovery, alternative educational settings, etc.).
- Articulate to partner schools, parents, and community members placement guidelines for incoming ninth graders and course selection.
- Facilitate registration and transition for students new to the district.

**Personal/Social**

- Engage, advocate for and support students in learning.
- Promote and help maintain a safe learning environment for students (ex. Conflict Mediation, Crisis Intervention Team, etc).
- Consult and collaborate with school psychologist, case managers, site programs (AVID, BUILD Academies, etc.) and other site staff on students' needs for overall success at school.
- Assess and provide short-term crisis counseling and refer students and families to mental health, medical, and social services when necessary.
- Follow professional codes of ethics and legal mandates while maintaining current knowledge of laws affecting confidentiality.

**Career/Post-Secondary**

- Develop and update students' four-year graduation plan and post-secondary plan.
- Provide students with career assessment and exploration opportunities through the use of technology.
- Provide information on requirements, accessibility, and financial resources for post-secondary education.
- Assist in application process and transition to community college, four-year college and other post secondary options.
- Write letters of recommendations for students who apply to four-year colleges and/or scholarships.

**Additional:**

- Work cooperatively with the other guidance personnel to implement guidance services, as organize and coordinated by the Head Counselor.
- Maintain timely communication with students, parents, and staff.
- Participate in relevant professional development that will support students.
- Collect and use data to develop and enhance current guidance services.
- Maintain proficient knowledge of technology.
- Perform other related duties as required by the site and district administration.

**PHYSICAL REQUIREMENTS**

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and stacks of papers and instructional materials.
- Physical ability to reach, lift, bend and grasp in order to manipulate instructional materials.

**OTHER REQUIREMENTS**

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments (mileage reimbursed); willingness to travel as needed.