



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Head Counselor</b>
<b>ADMINISTRATIVE RELATIONSHIP:</b>	The Head Counselor is directly responsible to the principal through the instructional vice principal.
<b>CLASSIFICATION:</b>	Certificated
<b>REQUIREMENTS</b>	Minimum Degrees/Credentials/Experience Required for Position B.A. (B.S.) and valid California credential authorizing pupil personnel services, and the equivalent of four years' experience as a school counselor.
<b>SALARY SCHEDULE:</b>	Certificated Salary Schedule
<b>WORK - YEAR / HOURS:</b>	210 days. Days beyond the Instructional calendar will be determined jointly with the site administrator.
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	February 14, 2018

### BRIEF DESCRIPTION OF POSITION

The Head Counselor is responsible for coordinating the planning, supervision, implementation and evaluation of the counseling program in a school. The Head Counselor will also provide direct services 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 OF HEAD COUNSELOR

- Works with the district personnel to coordinate the implementation of the district counseling plan
- Coordinates the work of the counseling staff and supervises the counseling department classified staff
- Oversees the maintenance and integrity of accurate and complete student records
- Manages the department budget
- Attends and represents department and sites at appropriate school and district meetings
- Assists in developing and implementing the master schedule
- Organizes, develops and implements curriculum for classroom presentations
- Organizes and maintains a yearly counseling department calendar and presentation schedule
- Provides leadership, guidance, training and support for new staff
- In conjunction with the district office staff and site administration, coordinates, oversees and implements the 8th grade registration process
- Collaborates with college center to provide college counseling services to students
- Liaison to site and district administration
- Updates counseling documents and curriculum annually
- Updates counseling web site
- Facilitates counseling department meetings
- Collaborates with department chairs to implement master schedule and ensure accurate student placement
- Serve as a consultant to the school and community

## **DUTIES AND RESPONSIBILITIES AS COUNSELOR**

### **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) b. group/classroom presentations
  - c) 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:**

- 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.