

COUNSELORJob Summary

Under the direction of the High School Principal or the Junior High /Middle School Principal, to administer the Guidance and Counseling Department at the High School, or administer and implement programs for Junior High/Middle School “at-risk” students at the Junior High/Middle School; perform other duties as assigned

Qualifications:Required:

- Pupil Personnel Services Credential
- Master’s degree

Desirable:

- Teaching Experience

Knowledge and Ability:

1. Knowledge and ability in counseling, administration, school-community relations, communicating and working with others
2. Ability to strive to achieve the goals and objectives of the district in general and those of the Guidance and Counseling program
3. Ability to provide input for decision making
4. General knowledge in the evaluation process and teacher’s job descriptions and objectives
5. Ability to demonstrate good judgment
6. Ability to be aware of students’ needs, interests, and skills
7. Knowledge and skills necessary to effectively counsel and guide students relative to completing high school and preparation for college and/or life skills
8. Ability to drive a car

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Responsible for the school in the absence of the Principal, Assistant Principal and/or Director of Guidance and Counseling in order of seniority in the Counseling office
2. Advise and assist the Principal in the development and implementation of policies related to school goals and objectives
3. Assist the Principal in the evaluation of teachers
4. Evaluate classified staff who work in the counseling office
5. Advise and assist in the development and implementation of policies for the operation of the school district by being a member of the District’s Management Team
6. Strive to maintain professional relationships with teachers, pupils and parents
7. At the Junior High/Middle School level, administer and implement programs for Junior High/Middle School “at-risk” students in the following areas: academic, behavioral, social, interpersonal relationships, personal and/or family difficulties
8. Other duties assigned as required for an efficient and comprehensive management of the district under the terms of the Education Code, AC =Title V, and district policies, rules and regulations

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to manage educational programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aids, laws and codes, rules and policies and other printed matter

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4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones to that others may understand clearly in normal conversations, in training sessions and other meetings.
7. Physical agility to lift, bend, stoop and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job