

Job Description: SCHOOL COUNSELOR JUNIOR HIGH/HIGH SCHOOL

PRIMARY FUNCTION

Under the immediate directions of the school site administrator of designee manages the Counseling Services Program.

ESSENTIAL JOB FUNCTIONS

- Counsels with individual students as assigned on various phases of their personal and educational adjustment.
- Carefully studies the special needs, abilities, talents, and interests of each counselee.
- Formulates with each counselee and his parents a satisfactory academic and vocational plan. Helps the student to make adaptations in the plan as needed.
- Works with group guidance teachers in planning for group guidance activities and serves as a consultant in group guidance classes on such matters as orientation, improvement of study habits, occupational planning, program plans, and group testing.
- Assists in the administration of group tests.
- Interprets to students, parents, and teachers, test data and other information relating to the student's progress in school.
- Makes appropriate referrals for specialized services, both within the school and with other agencies, in the fields of health, personal and social adjustment and vocational advisement.
- Keeps current information available on such matters as educational offerings of colleges, universities, and technical schools; on current occupational opportunities; on college and admission requirements and scholarships; etc.
- Help maintain adequate cumulative records on all counsels and promotes the wise use of these records.
- Maintains a graduation check on his counselees year by year and informs students and parents of deficiencies for graduation.
- Cooperates with the administrative staff in planning a curricular program to meet the needs of students.
- Prepares publications as required.
- Conducts evaluative studies of the school program.
- Carries out other duties as assigned by the Principal.

QUALIFICATIONS

Knowledge of:

- Education System.
- Total school curriculum.
- Interpersonal communication techniques and behavioral management techniques.
- Developmental processes of students.
- Counseling techniques to facilitate decision making: problem solving, and coping skills.

Ability to:

- Maintain records; establish and maintain cooperative working relationships with students, parents, other school personnel.
- Meet schedule and deadlines.

EDUCATION & EXPERIENCE

Bachelors Degree and prior job related experience.

CREDENTIAL & LICENSE

Valid California Pupil Personnel Services Credential. Valid California Drivers License is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Physical Abilities:

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. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, kneel or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.

Hazards:

None identified.