

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: COUNSELOR, GRADES 7-8

QUALIFICATIONS: California pupil personnel services credential

REPORTS TO: Principal

JOB GOAL: To help students overcome problems that impede learning and to assist them in educational and personal adjustment; to plan, promote and coordinate activities which enhance moral and school spirit

PERFORMANCE RESPONSIBILITIES:

1. Assists, advises and is responsible for facilitating and coordinating school guidance program, including individual and group counseling
2. Identifies needs and works with pupils, teachers and parents in adjustment of pupils and planning of effective home-school relations
3. Provides and plans educational and vocational counseling
4. Assists with enforcement of laws relating to compulsory attendance, coordination of child welfare and attendance activities involving school and home, and school adjustments, interprets to staff, parents and community agencies
5. Coordinates District testing program and is responsible for, conducts, complies, makes recommendations for adjustments of pupils through program of tests and measurements as needed
6. Processes referrals, gathers data, keeps records and makes reports as required
7. Assists with placement, sixth grade and high school orientation activities, welfare needs and planning advisories committee
8. Utilizes District and community services as needed in providing effective guidance program
9. Assists with staff in promoting coordinated education program
10. Assists with staff development in areas of test administration, group and individual needs, behavior modification, etc.
11. Releases other personnel in cases of emergency for short periods of time
12. May act as temporary head of building in absence of principal or vice principal
13. Assists in coordination of District health services in school
14. Plans, promotes and coordinates fund raising projects which will provide financial assistance for varied activities of student body
15. Provides leadership for all functions of student government such as student council, student body books, student body elections and installation of officers
16. Coordinates and assists with student activities such as fire drills, dances, skating parties, school pictures, student store, rallies, assemblies, point system, honor and award programs, and graduation exercises
17. Promotes improved student behavior and safety by being available daily on yard and in cafeteria

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; teacher salary schedule

EVALUATION:

Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable