

TITLE: COUNSELOR

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

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 education, coordination of child welfare and attendance activities involving school and home, and school adjustments
5. Is responsible for, conducts, compiles, makes recommendations for adjustment of pupils through program of tests and measurement
6. Processes referrals, gathers data, keeps records and makes reports as required
7. Is responsible for placement, orientation, welfare, group activities, homeroom and work permits as assigned by principal
8. Interprets school and District guidance program
9. Utilizes District guidance services
10. Assists staff in promoting coordinated educational program
11. Assists with advancement of staff in areas of test techniques, group and individual needs, behavior modification, etc.
12. Releases other personnel in cases of emergency for short periods of time
13. May act as temporary head of building in absence of principal

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