CERTIFICATED

COUNSELOR

JOB SUMMARY:

Under administrative direction, provide educational and guidance counseling to individuals and small groups of students aligned with the San Dieguito Union High School District mission, goals and objectives for student learning. Assist students in understanding and seeking solutions to academic, social, or emotional problems and issues. Serve as a resource pertaining to student behavior management strategies, welfare, attendance problems or concerns. Provide information to parents, teachers, and administrators to promote comprehensive decision-making that supports the educational objectives of students.

REPRESENTATIONAL DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

ESSENTIAL FUNCTIONS:

1. Provide direct guidance and counseling services relevant to the sequential development of students as related to educational, social and vocational objectives.
2. Review student skills assessment/educational needs.
3. Construct individualized development programs for students, helping them visualize and establish their education and/or career goals.
4. Counsel students, parents, and guardians for the purpose of enhancing student success in school.
5. Provide information to students, parents and staff about college and career readiness, and vocational preparation.
6. Provide student counseling, group counseling and parent conferencing.
7. Assist in obtaining academic, personal and social supports for students.
8. Assist administration in the development of the master schedule.
9. Provide information to students and parents/guardians about colleges, universities, and vocational training programs.
10. Evaluates student transcripts.
11. Refer students and their parents for additional district supports when needed.
12. May be asked to write letters of recommendation for students for college admission purposes, potential employers, or military service personnel.

13. May be asked to attend professional meetings, school functions and public meetings as a representative of the school or guidance department.
14. Develop and facilitate presentations for students, parents and community members.
15. Participate and attend staff meetings, professional development, and related workshops.
16. Attend staff meetings and serve on staff committees.

OTHER DUTIES:

1. Collaborate with the Counseling Secretary/Registrar in the acquisition and maintenance of each student's cumulative record.
2. Supports and attends school related events.
3. Regularly evaluates program priorities and counselor time utilization.
4. Assumes other adjunct duties beyond the normal school day as assigned in an as equitable manner as is possible by the site administrator.
5. Follows all school and district policies not specifically listed above.

QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university and completion of fifth year college or university teaching credential program; Master's degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. A valid California Pupil Personnel Services Credential, School Counseling - Required

CLEARANCES:

1. Criminal Justice Fingerprint/Background Clearance
2. Physical Exam including drug screen
3. Tuberculosis Clearance

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write lesson plans, speeches and articles using original or innovative techniques or style. Ability to make effective presentations to students and parents.

TECHNOLOGY SKILLS:

Familiarity navigating current educational platforms.

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Framework of Competency-Based Counseling and the National Counseling Standards

2. Applicable parameters for high school matriculation, California Content Standards, California Exit Examination demands, and university and state college entrance processes and requirements.
3. Section 504 Plan and individual education plans; education laws relating to child welfare and attendance.

Ability to:

1. Establish work priorities.
2. Work effectively with at-risk students in a multicultural environment.
3. Communicate effectively orally and in writing.
4. Utilize a database environment to track student academic progress and manage transcript records.

WORKING CONDITIONS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are typically performed in an office or classroom setting. Incumbents may travel between multiple school or community sites.