



GROSSMONT UNION HIGH SCHOOL DISTRICT
Job Class Description

TITLE:	School Counselor		
DEPT:	School Sites	REPORTS TO:	Principal or designee
FLSA:	Exempt	CATEGORY:	Certificated
ISSUED:	November 13, 2025	RANGE:	School Counselor Salary Schedule

JOB PURPOSE STATEMENT:

Under the direction of the site Principal or designee, the School Counselor provides essential services to support students' academic success, college and career readiness, and social-emotional development. This role aligns with the California Standards for the School Counseling Profession (CSSP), the ASCA National Model, and the California Education Code, providing equitable access to counseling services that meet the diverse needs of all students. To the extent possible and consistent with caseload limits, School Counselors will provide services to the same cohort of students from 9th through 12th grade.

ESSENTIAL JOB FUNCTIONS, DUTIES, AND TASKS:

1. Provide academic counseling that supports individual student achievement, graduation requirements, and post-secondary goals.
2. Assist students in developing four-year academic plans aligned with GUHSD graduation, UC A–G requirements; guide them through post-secondary planning by exploring colleges, careers, trades, or military options, and assist in completing applications for admission, financial aid, and scholarships.
3. Design and implement a data-informed, comprehensive school counseling program aligned with the CSSCP and ASCA National Model, utilizing tiered systems of support and data-driven interventions to promote student success.
4. Consult and collaborate with families, school and district staff, and community organizations to address academic and social/emotional challenges to support student success.
5. Collect and analyze student academic data to monitor both on-track and off-track student progress and identify and implement interventions for those students who are off-track for graduation.
6. Evaluate and analyze current and transfer student transcripts to ensure progress toward high school graduation requirements, A-G college eligibility, and post-secondary goals, and counsel students regarding academic performance and progress.
7. Actively participate in SST, IEP, 504, and attendance monitoring meetings to provide feedback, recommendations, and support for students with follow-up as needed.
8. Provide college and career counseling based on students' interests, abilities, and goals, including proactive, targeted support starting in 9th grade. Utilize career exploration tools, guide students through post-secondary planning lessons, conduct workshops, and educate students on college and career pathways.
9. Provide students and their parents/guardians with information about district programs and alternative educational options and make appropriate referrals.

10. In collaboration with site administration, participate in the programming process for incoming 9th-grade students, including active articulation with partner middle schools, appropriate course placements, and clear communication of high school requirements and course options to students and families.
11. Assist administration in the development of the master schedule by forecasting student course requests and ensuring all students are scheduled appropriately. Administration and counselors will work together to prevent classes from being overloaded.
12. Provide short-term, solution-focused counseling to help students navigate emotional and social challenges.
13. Develop and implement classroom lessons aligned with tiered systems of support, such as suicide awareness and prevention.
14. Support students experiencing various mental health-related conditions and crisis situations, and assess and refer for mental health services as needed, including conducting suicide risk assessments.
15. Collaborate with site administration and school staff in promoting a safe and inclusive school environment.
16. In coordination with the District, counselors will provide support for foster youth, homeless, and military-connected students, including evaluating academic progress and ensuring access to support services.
17. Assess students' individual needs and refer students to appropriate school or community resources when needed.
18. Collect and submit documentation for reimbursable activities related to school counseling services when needed.
19. Provide information to school staff on mental health awareness, counseling office protocols, and college/career readiness.
20. Engage in continuous professional learning through training, workshops, and district collaborations.

QUALIFICATIONS GUIDE

Education: Master's degree in Educational Counseling or Counseling with a Specialization in School Counseling recommended.

Experience: Experience working in a diverse, student-centered educational environment. Ability to collect and analyze data to inform counseling practices.

Knowledge, Skills and Abilities - Typical knowledge, skills, and abilities would include the following:

Knowledge of California Standards for the School Counseling Profession (CSSPP) and their application in a comprehensive school counseling program; Adhere to California Education Code (Sections 49600-49604), FERPA, HIPAA, and ethical standards set by ASCA and CASC; ASCA National Model and best practices for school counseling programs; A–G college entrance requirements, NCAA eligibility requirements, Career Technical Education (CTE), and alternative post-secondary pathways; College and career readiness resources; Mental health principles, crisis intervention, and trauma-informed care in a

school setting; Social-Emotional Learning (SEL) frameworks; Community and social services that provide additional student support (e.g., mental health agencies, foster youth services).

Skills in individual and group counseling that support student academic, career, and social-emotional development; Data collection and analysis to assess student needs and measure counseling program effectiveness; Crisis intervention and conflict resolution techniques, including suicide risk assessments; Developing and implementing academic support plans for students at risk of underachievement or dropping out; Creating a safe and supportive school climate through the use of SEL programs, and positive behavior interventions; Using technology-based tools and platforms for college and career exploration, student records management, and data reporting; Professional advocacy for school counseling programs at the district, state, and national levels.

Ability to develop and lead a comprehensive school counseling program that aligns with CSSPP, ASCA, and district/state/federal guidelines; Build strong relationships with students, families, and staff to create an inclusive and equitable learning environment; Identify and address barriers to student success, including socioeconomic challenges, learning challenges, and mental health concerns; Provide counseling and advocacy to ensure all students have access to academic and social support; Implement school-wide interventions that promote attendance, graduation rates, and college/career readiness; Adapt counseling strategies to meet the evolving needs of students, including those from diverse backgrounds; Stay informed about education policy, college admissions trends, and labor market demands to effectively advise students; Maintain confidentiality, professional ethics and legal responsibility in all aspects of school counseling practice; Maintain accurate and timely counseling records; Communicate effectively with multiple stakeholders, including students, family/caregivers, school staff, and external agencies; Engage in ongoing professional development to enhance knowledge, skills, and effectiveness in school counseling.

Working Conditions:

Work is performed in an office environment, with interactions with students, family/caregivers, staff, and external partners. Occasional evening and weekend commitments. Includes occasional standing and lifting/carrying objects such as office supplies, files, boxes of documents, and books. Bending at the waist, kneeling, and crouching to reach materials. Reaching at and above shoulder level for files and other supplies, equipment, fine finger dexterity, various levels of standing, sitting, and walking, hearing and speaking to communicate, and visual acuity to read documents and a computer screen.

Certificates: Possess a valid California Pupil Personnel Services Credential in School Counseling.

Clearances: Criminal Justice Fingerprint/Background Clearance, TB skin test, Physical Exam, Drug Screen, district-mandated training, and other relevant clearances as necessary.

Board Approval date: November 13, 2025