

EAST SIDE UNION HIGH SCHOOL DISTRICT

Job Title: Head School Counselor

Description of basic functions and responsibilities:

The Head School Counselor, in addition to the duties and responsibilities as a School Counselor, is responsible for providing leadership, oversight, development and implementation of the school site counseling program. The Head School Counselor works with a team of school counselors to promote student growth and provide direct services that counsels students in academic, career, and social-emotional domains as well as ensure that counseling services are delivered effectively and efficiently through the Multi-Tiered System of Supports (MTSS) to ensure equitable practices.

Major duties and responsibilities:

Works with district personnel to coordinate the implementation of the district counseling plan

Coordinate Multi-Tiered Support System (MTSS) school counseling services

Evaluate school site counseling program for effectiveness

Organizes and maintains a yearly counseling department calendar and presentation schedule

Coordinates events with college and career community-based organizations and/or partnerships (i.e., Cal-SOAP, community colleges, Higher Ed Day, Community College fairs, AP Night, Financial Aid workshops, etc.) with the assistance of the school site counseling department

Provides leadership, guidance, training and support for new school counseling staff

Participates in school site initiatives and committees to support student growth and success

Provides school site administration with school counseling data, resources and information upon request (i.e., newsletters, Coffee with the Principal, ELAC, ARC, WASC, etc.)

Represents counseling at articulation and information meetings with parents, faculty and other groups

Attend monthly meetings with School Counseling SAC and other head counselors and disseminates meeting notes to school site counseling team focusing on any action items that needs to be completed

Reports to School Counseling SAC upon request

Attends meetings with school site department chairpersons

Attends weekly student support Coordinated Care Team meetings

Meets regularly with the Associate Principal of Educational Development (APED) to ensure counseling goals are being met

Oversees collaborative department agenda and conduct meetings with school site counseling team with APED in attendance when possible

Assists APED in planning and coordinating the scheduling of students for the following year, including joint planning with feeder schools

Assists APED in implementing the “East Side Union High School District’s Guideline for Scheduling”

Assists APED in developing the master schedule

Assists APED in distributing balancing class size assignments to school counseling team

Assists APED in providing and distributing immediate counseling support services for students when counselors are absent, off campus, or otherwise not available

Collaborates with APED in regards to counseling assignments

Coordinates and creates Webgrants accounts for school counselors

May participate in the interview panel for open positions pertaining to counseling (i.e., School Counselor, Counseling Tech, Registrar)

Completes necessary purchase order requests and other forms as needed

Screens incoming mail to school counseling department and routes to appropriate counselor

Screens and evaluates items for purchase

Other duties that may be appropriate to his/her credential and as assigned by the principal

Knowledge/Skills:

Excellent leadership, organizational and time management skills

Ability to effectively collaborate with school site administration, school counseling team, staff and all stakeholders

Ability to work contracted 10 days during the summer as determined between head school counselor and site principal or supervisor

Knowledge of East Side Union High School District School Counseling program and practices

Understanding of the master schedule process

Supervision exercised or received

Works under the supervision of the school site principal or designee

Minimum Qualifications

Clear Pupil Personnel Services Credential for School Counseling

Three years service as a high school counselor

Preferred Qualifications

Valid California Teaching Credential preferred

Master's Degree or higher in Educational or School Counseling preferred

School Counseling Supervision Certificate

Bilingual preferred

Compensation

Appropriate placement on the salary schedule

Work year

Teacher work year

Approved: 11/06/2025 Bd Mtg