

EAST SIDE UNION HIGH SCHOOL DISTRICT

Job Title: School Counselor

Description of basic functions and responsibilities:

The School Counselor is a member of the school counseling team that provides a comprehensive counseling program for students in grades nine through twelve in alignment with California Education Code 49600. The School Counselor facilitates support for individual students and families to work towards learning and academic success by providing services to meet student achievement, career/post-secondary planning, and personal/social development while also engaging, advocating and supporting students through the Multi-Tiered System of Supports (MTSS) to ensure equitable practices.

Major duties and responsibilities:

Counselors will:

Academics:

Ensure students have a plan to complete district graduation requirements, college preparatory requirements, and/or any alternative graduation requirements

Counsel students individually in making appropriate decisions regarding their course selection and academic program planning in relation to course demands and rigor, high school graduation, and college admissions requirements

Provide information on graduation requirements, college entrance requirements and post-secondary options through but not limited to:

- individual meetings (student/parent)
- group/classroom presentations
- parent workshops/meetings
- college and career fairs

Identify and assist students who are not on track for graduation by creating a plan for achievement that may include but not limited to credit recovery, alternative education or returning for a fifth year

Participate in site-based intervention meetings (ex. SST's, 504's, IEP) when available

Collect and analyze student data and transcript to ensure appropriate placement and to monitor individual progress towards graduation and post-secondary options

Through classroom instruction or individual meetings, counselors provide tools for success such as, but not limited to, goal setting, study skills, life skills, time management, stress management, self-advocacy, organization, etc.

Utilize attendance and academic progress reports to help build a plan for academic success

Engage, advocate and support student in Multi-Tiered Support System (MTSS) of support

College and Career Planning:

Develop and update students' four-year graduation plan and post-secondary plan

Provide students with career assessment and exploration opportunities

Provide information on requirements, accessibility, and financial resources for post-secondary options

Assist in application process and transition to community college, four-year college and other post-secondary options as well as any financial aid applications

Provide school counselor report and school profile for students who apply to four-year colleges and/or scholarships upon request

Collaborate with community-based organizations (when available) and other site staff about students' post-secondary plans

Social/Emotional Support:

Work with students whose personal circumstances or challenges at school or at home could affect their academic success

Engage, advocate for and support students in learning

Promote and help maintain a safe learning environment for students

Consult and collaborate with school social workers, school psychologists, case managers, site programs and other site staff on students' needs for overall success at school

Assess and provide short-term crisis counseling and refer students and families to mental health, medical, and social services when necessary

As appropriate, students shall be informed about agencies that offer qualified professional assistance with substance abuse; physical, social or emotional issues; or other personal or health obstacles

Counsels parents and pupils experiencing difficulties; makes referrals to services available within the school or the community (such as psychologists, social works, and other personnel)

Assess student needs, offer advisement, and deliver instruction that proactively enhances awareness of social-emotional competencies and mental health

Additional Responsibilities:

Work cooperatively with the school counseling team to implement a comprehensive school counseling program, as organized and coordinated by the Head Counselor

Assist Associate Principal of Educational Development (APED) with balancing of class size

Collaborate and communicate with various stakeholders such as administration, teachers, parents, other appropriate staff members, community-based organizations, etc.

Maintain timely communication with students, parents, and staff

Meet with parents, educational rights holder and/or student advocates on a one-on-one basis as requested or as needed

Participate in relevant professional development that will support students

Assist and participate in middle school recruitment events as requested

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

Knowledge/Skills:

Knowledge of Multi-Tiered System of Supports (MTSS) and California Education Code 49600

District graduation and course requirements, including A-G and advanced placement requirements

Knowledge of standardized testing programs as they relate to state standards, advanced placement, college admissions, and post-secondary goals

Knowledge of counseling theory, ethics and associated legal confidentiality requirements

Knowledge of diverse academic, socio-economic, cultural, disability and ethnic backgrounds of district communities

Knowledge of record-keeping and report preparation techniques

Knowledge of barriers to student learning and use of advocacy and data-driven school counseling practices to close the achievement/opportunity gap

Excellent oral and written communication skills

Excellent time and organization management skills

Strategic problem-solving capabilities

Ability to use technology and district provided applications to meet work responsibilities

Maintain regular and punctual attendance to fully meet work responsibilities

Supervision exercised or received

Works under the supervision of the school site principal or designee

Minimum Qualifications

Pupil Personnel Services Credential for School Counseling

Preferred Qualifications

Valid California Teaching Credential preferred

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

Bilingual preferred

Compensation

Appropriate placement on the salary schedule

Work year

Teacher work year

Approved: 11/06/2025 Bd Mtg