

HIGH SCHOOL COUNSELOR

DEFINITION

The high school counselor works directly with students in promoting awareness of self and the world around them, schedules and provides orientation to students, supports faculty and staff in their work with students, and confers with parents, administrators, and others as necessary to provide for the well-being of students.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the high school principal or designee and supervision from the Head Counselor.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Implement an ASCA National Standards aligned school counseling curriculum in the areas of academic, career, and personal/social development. **(E)**

Provide school counseling and guidance lessons, parent education programs, assist families with school-related problems and issues, and make information available to parents by way of various technological means. **(E)**

Plan, evaluate, and revise the school counseling program based on the ASCA National Standards Model; review the school counseling program annually with other district school counselors and administrators; establish a planning calendar for school counseling program activities. **(E)**

Utilize technology and data-based systems to make decisions regarding the school counseling program. Use data to develop strategies for closing the achievement gap. Use data to promote equity and implement intentional guidance activities. **(E)**

Guide and counsel students through the development of academic, college/career, and personal/social plans; collaborate with elementary school personnel to assist students in making a smooth transition to high school; provide orientation activities for incoming students and their parents; discuss test result with students and parents and their implications for educational and career planning; guide students in updating their High School Four Year Plans; guide seniors to help them develop their post high school educational and/or career plans; coordinate career assessments and interpret results to assist students in their career and educational planning; guide all students to develop career educational plans through the teaching and/or supervision of career development. **(E)**

Encourage the enhancement of students' self-esteem in both the school setting and the home environment. **(E)**

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Participate in parent conferences and facilitate parent communication and participation. *(E)*

Counsel students individually and in small groups. Conduct structured, goal-oriented counseling sessions to meet the identified short-term need of individuals and groups of students. *(E)*

Participate in school wide committees, outside community agencies, and the community regarding the school counseling program and its role in the educational program. *(E)*

Communicate, establish and maintain effective relationships with administrators, teachers, school staff, students and parents. *(E)*

Counsel with students and parents regarding poor attendance patterns and make appropriate referrals to and participate in Student Attendance Review Team (SART) and Student Attendance Review Board (SARB) meetings regarding chronic absenteeism. *(E)*

Provide post suspension conferences for students the day students return to school. *(E)*

Work cooperatively with the school nurse and other school personnel to make appropriate referrals regarding students' needs to community agencies and act as a liaison person between such agencies and the school. *(E)*

Provide the effective delivery and implementation of prevention and intervention services for students, such as conflict resolution, restorative practices and crisis intervention. *(E)*

Participate in Student Assistance Program (SAP), Student Success Team (SST) and Individualized Educational Plan (IEP) meetings. *(E)*

Confer with parents and administrators about laws relating to students and arrange for intervention by authorities when necessary for protection and child's well-being. *(E)*

Consult, collaborate, and be a resource for teachers in understanding and meeting the needs of students. *(E)*

Provide guidance to staff members in such areas as student behavior management techniques, resource materials, students experiencing difficulties and parent conferencing. *(E)*

Pursue professional growth and participate in local, state, and national school counseling conferences and workshops. *(E)*

Complete related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Graduate requirement/college entrance requirement and high school diploma alternatives
- Child development and behavior dynamics
- Group and individual counseling techniques and methodology
- Student assessment practices and interpretation of test data
- Laws related to minors

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- Conflict resolution and problem-solving techniques
- Community resources.
- Scheduling procedures and practices.
- State and national counseling standards.
- Youth development programs and strategies.
- Restorative practices and restorative justice.
- Peer to peer program concepts.
- Social, emotional, cognitive, behavioral, and moral competencies.
- Mentoring programs and implementation strategies.
- Positive behavior support strategies.
- Program coordination and management.
- Grant development / writing.

Ability to:

- Plan, organize and establish priorities.
- Relate well to students, staff, parents and others.
- Assist others in resolving problems.
- Communicate clearly and succinctly.
- Promote quality human relationships.
- Understanding and sensitivity to diverse cultures.
- Work independently with minimal direction.
- Meet schedules and time lines.
- Operate a variety of office equipment including a computer and assigned software.
- Read, hear and speak to exchange information and make presentations.
- Monitor student behavior and motivate students to learn.
- Analyze current and proposed programs, evaluate alternatives, and adopt effective courses of action.
- Prepare clear and concise student records and written materials.
- Travel between work sites as required.

Education and Experience:

Master of Arts or advanced degree from an accredited college or university and a minimum three (3) years school counseling experience (high school experience preferred).

License, Certificates and Other Requirements:

- Pupil Personnel Services (PPS) counseling credential
- Possession of a valid California Driver's License and evidence of insurance.
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire.

WORKING CONDITIONS

Environment:

- Office, classroom and school environments.
- Driving a vehicle to conduct work.
- Employees will come in direct contact with students, parents and District staff.

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Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Dexterity of hands and fingers to operate a computer keyboard
- Sit and stand for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids, and to observe students.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs. at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push, pull.
- Bending at waist, kneeling, or crouching to reach materials and work with students.

Environment:

- Office, classroom and school environments.
- Driving a vehicle to conduct work.

HAZARDS:

- Contact with dissatisfied or abusive individuals.

Salary Placement:

SPPA Unit

Range 03SQ

Daily Rate: \$265.71-\$551.25

190 Days Work Year

Board Approved 06/25/08

Revised: 06/15/19