

HIGH SCHOOL HEAD COUNSELOR

DEFINITION

The Head Counselor directs and coordinates the school guidance program. Consults and collaborates with teachers, parents, and staff to increase student achievement, behavior, motivation and academic learning. Provides all students equitable access to a quality, developmentally appropriate and comprehensive guidance counseling program focused on academic success, personal and social development and college and career guidance. Delivery of these services may include individual and group activities as well as classroom and assembly participation.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the School Site Principal or designee.

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.)

Provides leadership for the site's counseling and guidance program and represents counseling and guidance at the administrative team level in the school. (E)

Develops, plans, implements, promotes, and evaluates a comprehensive developmental counseling and guidance program based on the ASCA National Standards for school counselors; establish a planning calendar for school counseling program activities; consistently reviews and modifies the school counseling program to best fit the needs of the school and students. (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)

Provide school counseling core curriculum lessons, parent education programs, assist families with school-related problems and issues, and make information available to parents and families. (E)

Provides structured, goal-oriented prevention, intervention and responsive services to meet the identified needs of individuals or groups of students regarding academic, career, and personal/social needs. (E)

Makes provision for being available by appointment to counsel students and consult and collaborate with school staff, parents and other community members to increase the effectiveness of student education and promote student success. (E)

Acts as a resource for teachers, such as consulting on the solution of classroom behavior problems and conducting in-service programs for school staff; provides opportunities for parent education programs. (E)

Advocates for individual students and specific groups of students to ensure equal educational opportunities; promotes personalizing education for all students where feasible; assists with placements for students in appropriate specialized district programs (may include Extended Day, Alternative programs). (E)

Oversees and promotes positive attendance practices for all students; collaborates with parents, school, district staff, and legal authorities to resolve serve attendance problems; initiates legally required truancy actions and other corrective procedures, when appropriate. (E)

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Collaborates and coordinates with school psychologists, mental health clinicians and community-based resources in order to refer students and their families to appropriate services, programs or outside agencies. *(E)*

Oversees and maintains school counseling records, files, counseling center, college catalogues, etc. *(E)*

Counsels a proportionate load of counselees. *(E)*

Works with administrators, guidance personnel, teachers, and students to implement centralized district guidance philosophy, as adopted by the governing board. *(E)*

Serves on district committees that enhance counseling and guidance; committee work. *(E)*

Demonstrates and maintains an ongoing program of professional growth that satisfies credentialing, district requirements and personal expectations as a professional. *(E)*

Attends established traditional district and school-sponsored activities (e.g. Open House, Back-to-School Nights, program and activities). *(E)*

Coordinates the site and feeder school articulation process and program. Serves as liaison between district; elementary and high schools; or parent information in matter of transition. Serves as liaison to post-secondary institutions with college information, evaluation and application. Coordinates all visitations of counseling teams or College Admissions Officers. *(E)*

Assists and provides information to students on plans for promotion and graduation, college entrance requirements, source of financial aid and career opportunities. *(E)*

Organizes procedures for orientation, registration, and scheduling of students. *(E)*

Works with the principal and assistant principal in preparing the master schedule. *(E)*

Maintains regular and prompt attendance in the workplace.

Performs other duties as assigned by administrators to whom he/she is responsible.

QUALIFICATIONS

Knowledge of:

- Child development and behavior dynamics.
- Group and individual counseling techniques and methodology.
- Student assessment practices and interpretation of test data.
- Laws related to minors.
- Conflict resolution and problem solving techniques.
- Community resources
- Scheduling procedures and practices.
- State and National Counseling Standards.

Ability to:

Employees in this position must have/be able to:

- Plan, organize and establish priorities.
- Relation well to students, staff, parents and others.
- Assist others in resolving problems.

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- Communicate clearly and succinctly.
- Relate to diverse cultures.
- Promote quality human relationships.
- Facilitate student counseling group basis as needed.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

A minimum of three (3) years experience as a middle and/or high school counselor. Pupil Personnel Services (PPS) counseling credential - as required by law.

License and Certificate:

Must have a valid California Driver's License and evidence of insurance

Possession of a valid First Aid and CPR certificate must be obtained within sixty (60) days from date of hire.

WORKING CONDITIONS:

Environment:

Employees in this position will work in office, classroom and school environments. Employees will come in direct contact with students, parents and District staff.

Physical Demands

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- 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 pounds at waist height for short distances.
- Occasionally lift and/or carry up to 50 pounds at waist height, with assistance.
- Push/pull up to 100 pounds.
- Reach overhead, above the shoulders and horizontally, grasp.

Salary Placement

Stockton Pupil Personnel Association (SPPA)

195 Work Days

Board Approved 06/25/08

Revised: 6/05/19