

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

CLASSIFICATION TITLE: School Counselor

DEFINITION:

Under the direction of the school principal or assistant principal the School Counselor provides pupil personnel services as assigned, including counseling services for pupils, parents and faculty, which will assist pupils in making appropriate decisions regarding school programs and relationships with teachers, administrators, and peers.

ESSENTIAL FUNCTIONS:

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required.

The position includes but is not limited to the following list of representative duties:

- Provide a comprehensive counseling and academic guidance program that emphasizes prevention and early intervention services for all students
- Consult with staff and provide opportunities for staff development.
- Consult with parents and provide opportunities for parent education.
- Conduct structured, goal-oriented counseling sessions in systematic response to the identified needs of individuals or groups of students including recurrent themes of coping with family issues, dealing effectively with interpersonal issues, becoming effective and responsible learners, and coping with personal issues.
- In collaboration with teachers plan and implement developmentally appropriate guidance activities for all students within regular classrooms. Design curriculum to prevent and/or reduce problems by assisting students develop greater understanding of themselves and others and by fostering students' academic personal, social and career development skills.
- Refer students with severe problems to community agencies for additional professional assistance; keep a current list of community resources for staff, students, and parents.
- Provide for peer counseling and information services where appropriate.
- Participate in reviewing and updating the school standards for the following year.
- Schedule meetings of departments to maintain open communication with the faculty.
- Monitor and meet with students throughout the year to assess that academic goals are being met and develop assistance plans necessary for improvement.
- Provide assistance to parents, students, and staff in problem solving situations, using effective oral, written, and listening skills; identify and examine the problem, seek alternatives, and facilitate resolution and closure.
- Identify and assist students who may need special help, including with emotional problems, attendance problems, and academic problems; initiate appropriate ancillary services as needed.
- Provide consultation to all personnel regarding specific students and general school issues in order to tailor the educational process to the individual and collective need of students
- Provide orientation sessions for incoming students and their parents.
- Provide students and parents with information about attendance, graduation requirements, school expectations, educational alternatives, and other district standards; discuss the school's philosophy, organization, expectations, and services.
- Meet with new students that enroll during the year, and their parents, to discuss student needs and school expectations.

CLASSIFICATION TITLE: School Counselor (<i>Continued</i>)

- Profile each student in the database, including academic standing, credit status, attendance patterns, and school citizenship; monitor students and keep information current.
- Participate in all procedures at the school to improve student behavior and attendance.
- Assist in master schedule development by gathering student program requests, providing data to determine student loading, and reviewing master schedule drafts and suggesting revisions where appropriate.
- Build individual student schedules that respond to student needs and goals.
- Provide accurate and current high school or post-secondary information to students, parents, and staff and assist with registration information.
- Advise students of appropriate tests and/or provide assistance in preparation for non-school sponsored testing; assist in the interpretation of results in an individual conference.
- Attend appropriate in-service training, workshops, and meetings, as assigned, to keep informed of current practices and trends in education.
- Provide first aid and CPR if needed.
- Perform other related duties as may be assigned by administration in compliance with Board policies and administrative regulations, the Master Contract, and State regulations.
- Continuously seek to provide quality service and process improvements in order to support a mission and strategic vision.
- May plan, coordinate and train the work of assigned clerical staff.

High School Only

- ??Test ninth graders for interests and abilities and discuss the results with the students.
- Invite all ninth grade parents and students to an individual conference where a five-year plan will be developed, using career goals and test data to select future classes.
- ??Update the five-year plan yearly, following an individual student conference regarding their aptitudes, interests, skills,

REQUIRED QUALIFICATIONS:

Education and experience:

- Bachelor's degree from an accredited college or university. (Masters Degree desirable)
- Possess and retain an appropriate valid California Pupil Personnel Services Credential.
- Previous successful experience as a counselor in a school environment.

Knowledge of:

- Current and appropriate individual and group counseling techniques.
- Current college, university and other post-secondary education entrance requirements.
- Career opportunities and their educational and/or training requirements.
- Technology and computer software applications relative to counseling services, including database and scheduling programs.
- Curriculum, instruction, and assessment processes and how they should operate in an effective school.
- District mission statement, appropriate Board policies and regulations.

Ability to:

- Stimulate and motivate students to learn.
- Establish and maintain cooperative relationships with students, school personnel, parents, co-workers, and the public.
- Communicate effectively in the English language both orally and in writing.
- Meet schedules and time lines.
- Work independently with appropriate direction.

CLASSIFICATION TITLE: School Counselor (*Continued*)

- Analyze situations accurately and adopt an effective course of action.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Use tact, patience, and courtesy when dealing with people.
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.

PHYSICAL REQUIREMENTS:

Of this position are, but not limited to the following:

1. Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
2. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
3. Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
4. Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
5. Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
6. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
7. Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
8. Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance
9. Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds.

Working Conditions:

Indoor/Outdoor work environment subject to standing /sitting for long periods of time, bending, crouching, kneeling, walking, pushing, pulling, and squatting.

LICENSE OR CERTIFICATES:

- Possess a California driver's license.
- CPR/First Aid Certificate.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District Adheres to the provisions of Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the board of Education _____