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## COUNSELOR

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**Job Description:**

Provides informational services to pupils and parents which will assist the pupil in making appropriate decisions relative to his/her educational objectives, his/her school program and his/her relationships with others.

**Minimum Qualifications:**

1. Credential: Pupil Personnel Services Credential in School Counseling or equivalent
2. Education: Bachelor's degree, including courses need to meet credential requirements. Must have practical, working knowledge of test construction and interpretation, child growth and development, adolescent psychology, interviewing techniques and other counseling skills.
3. Experience: Three years of successful classroom teaching in addition to leadership assignments such as department chairman or class sponsor.
4. Personal Qualities: Appearance, grooming and personality which establish a desirable example for pupils. Ability to meet district standards for physical and mental health, personal characteristics, scholastic attainment and classroom performance. Must have a proven ability to relate well with pupils, parents, administrators and other teachers. Must possess good judgment, knowledge of school and district policies (including the district program of studies and courses of study), ability to tactfully reinforce appropriate school behavior and a considerable degree of patience, good humor and flexibility.

**Typical Duties and Responsibilities:**

1. Helps pupils to define their long-range educational goals and assists them in making appropriate decisions regarding their school program; interprets requirements relating to successful performance in various courses of study and for promotion, graduation and job-entry vocational skills or college entrance requirements; and assists pupils in establishing short-range goals for each school year and in setting personal performance standards.
2. Confers with pupils, parents, teachers and administrators in regard to pupil progress; and arranges conferences when requested among pupil, parent, teacher and/or administrator.
3. Assists pupils in evaluating their relationships with other pupils and with teachers and/or administrators; helps pupils in predicting the consequences of various courses of action open to them; reinforces behavior appropriate to the school environment by utilizing guidance techniques; and refers serious behavioral problems to the head counselor or vice principal.
4. Interprets individual and group testing to pupils, parents and teachers; administers group aptitude and achievement tests; implements and interprets screening program as it relates to pupils advised.
5. Maintains records necessary for the accomplishment of his duties including a file on each student advised; a record of conferences with pupils and parents; and a record of pupil marks, warnings, progress reports; and current course of study for individual pupils.
6. Performs other duties as assigned.
7. Articulation: Pupil and parent orientation; individual and group conferences for education planning and scheduling; and scheduling for incoming students.
8. Scheduling: Preparation of educational plan for individual pupils, the current schedule of courses of study for each pupil and schedule changes.

**Immediate Supervisor:** Principal

**Assignment:** Teacher Calendar

**Salary:** Certificated Schedule