

**Job Purpose Statement/s:** The job of "Counselor – High School" is done for the purpose/s of providing information on students' functioning and recommendations regarding their successful transition to and from high school; developing plans and/or providing information regarding students' goals; maintaining knowledge of post high school program eligibility requirements to provide counsel to students; ensuring completion of students' applications within designated time frames; and securing appropriate placement of students. The principal job of the counselor is to provide services which will enable the student to become aware of his/her own potential by utilizing his/her own resources as well as those of his/her environment so that he/she can maximize efforts to become a more self-directed, fully-functioning individual. Every effort is made to help each student develop an understanding of self, use effective problem-solving techniques, and relate positively to others in an ever-changing world.

**Essential Job Functions:**

- **Advises** students, parents and guardians for the purpose of providing information on student's progress and/or recommendations regarding their successful transition to and from high school.
- **Coordinates** with teachers, college and university personnel, resource specialists and/or community (e.g. service clubs, courts, child protective services, etc.) for the purpose of providing requested information, gaining needed information and/or making recommendations.
- **Counsels** students, parents, and guardians for the purpose of enhancing student success in school.
- **Develops** various special programs (e.g. career night, financial aid workshops, etc.) for the purpose of providing information to assist students in the successful transition from high school to career, training and/or continuing education.
- **Monitors** student records for the purpose of developing plans and/or providing information regarding students' goals.
- **Prepares** applications for students (e.g. scholarships, college, financial aid) for the purpose of ensuring completion of application processes within designated time frames.
- **Prepares** documentation (e.g. observations, progress, contacts with parents, teachers, outside professionals, etc.) for the purpose of providing written support, developing recommendations and/or conveying information.
- **Presents** information on various topics (e.g. behavior management, orientation, etc.) for the purpose of providing required information and/or advice.
- **Researches** program eligibility requirements (i.e. financial aid, college eligibility, etc.) for the purpose of maintaining knowledge of eligibility requirements to provide counsel to students.
- **Schedules** student classes for the purpose of securing appropriate placement and meeting their graduation and college eligibility requirements.
- **Administers** various proficiency tests for the purpose of assisting in determining student's placement and/or eligibility for potential course of study.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Participates** in various extra curricular school and/or community activities for the purpose of providing supervision and/or representing school at such events.
- **Supervises** assigned programs (e.g. scholarships, peer counseling, special education, ESL, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives.

**Skills Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - communicate effectively
  - problem solve
- ▶ **Knowledge of:**
  - curriculum
  - Education Code
  - district policies
  - problem solving methodology
- ▶ **Ability to:**
  - sit for prolonged periods
  - maintain and verify completeness of records
  - meet schedules and deadlines
  - communicate with persons of varied cultural and educational backgrounds
  - communicate in oral and written form.

**Education Required:**

- ▶ Bachelor's Degree

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ PPS Credential in School Counseling.

**FLSA Status:** Exempt

**February 2009**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.