

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Head Counselor	<b>REPORTS TO:</b>	Site Administrator/ Program Manager
<b>DEPARTMENT:</b>	Counseling and Guidance	<b>CLASSIFICATION:</b>	Certificated
<b>FLSA:</b>	Exempt	<b>WORK YEAR/HOURS:</b>	184 Days 10 Months
<b>ISSUED:</b>		<b>SALARY GRADE:</b>	SDEA Salary Schedule
<b>[OR REVISED]:</b>	{May 13, 2009}		

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**BASIC FUNCTION:**

Under the direction of the administrator, 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 career and college guidance. Delivery of these services may include individual and group activities as well as classroom and assembly participation.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principle job elements).**

**E = Essential Functions**

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 National Standards for school counselors; consistently reviews and modifies the school counseling program to best fit the needs of the school and the students. **E**

Actively utilizes a variety of data to evaluate the needs of the school and of the individual students, forming a strategic plan for a comprehensive counseling and guidance program. **E**

Plans and facilitates structured lessons to deliver the guidance curriculum effectively and in accordance with students' developmental needs. **E**

Plans, monitors and manages students' educational development, career development and personal/social development. Communicates and involves parents in this process. **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 issues. **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, Summer School, Alternative programs). **E**

Collaborates and coordinates with school system specialists and community-based resources in order to refer students and their families to appropriate specialists, programs, or outside agencies. **E**

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

Facilitates a continuing program of site based training and professional growth for counselors (ie. professional development, college conferences, financial aid, College Board, WACAC, NACAC). **E**

Advises counselors in setting school wide counseling objectives and parameters. **E**

Oversees and maintains school counseling records, files, counseling libraries, college catalogues, etc. **E**

Follows District policies and procedures for District guidance services and coordinates relationships of such services to other departments. **E**

Establishes and monitors procedures for maintenance and use of students' permanent records. **E**

Coordinates the site and feeder school articulation process and program. Serves as liaison between district; elementary, middle or 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**

Coordinates and distributes informational bulletins and publications related to the site based comprehensive counseling program. **E**

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

Works with the principal and vice principal in preparing the master schedule of classes. **E**

Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation. **E**

Supervises students in out-of-classroom activities during the assigned working day in accordance with the Collective Negotiations Contract. **E**

Takes all necessary precautions to protect the integrity and safety of students, equipment, materials, and facilities. **E**

Plans and supervises assignments for volunteers, and interns as appropriate, and provides feedback to building administrators as requested. **E**

Participates in the contractual certificated evaluation process in accordance with the Collective Negotiations Contract. **E**

Serves on district committees that enhance counseling and guidance; committee work, which is beyond the regular school day, will follow guidelines in the Collective Negotiations Contract. **E**

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

Attends building and district meetings to promote communication and mutual decision making among the school staff; said meetings to be conducted in accordance with the Collective Negotiation Contract. **E**

Attends established traditional district and school-sponsored activities (e.g. Open House, Back-to-School Nights, program, and activities) in accordance with the Collective Negotiations Contract. **E**

Contributes to decisions made by the district and the building regarding budget, facilities, curriculum, and personal well being. **E**

Performs other duties as assigned during crises or emergency situations as determined by the superintendent or designee. **E**

**MINIMUM QUALIFICATIONS:**

**EDUCATION, EXPERIENCE, LICENSES AND OTHER REQUIREMENTS:**

Valid California Pupil Personnel School Counseling Credential.

Four years successful secondary school counseling experience.

Employment eligibility which may include fingerprints, health (TB) and/or other employment clearances.

Valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Effective counseling theories & practices

National Model for School Counseling Program

National Standards for School Counseling

Mediation and Conflict Resolution strategies

Human growth and development

Community referral resources

State and Federal laws and ethical standards and district procedures regarding school counselors, students and their families and the safety and protection of students.

Emergency procedures

Procedures for handling students in special situations.

**ABILITY TO:**

Adhere to work hours in accordance with the Collective Negotiations Contract.

Provide leadership and direction.

Communicate effectively both orally and in writing with all segments of the population.

Keep abreast of changes in the areas of counseling.

Maintain current knowledge of and adhere to applicable provision of federal, state and district laws, rules and regulations; and district/school site policies and procedures.

Adhere to District Code of Ethics.

Display the use of professional behavior, good judgment in making decisions.

Promote and follows ethical standards for school counselors.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Plan and organize work.

Operate computer systems and functions.

Organize and conduct workshops and group meetings.

ENVIRONMENT:

Working environment as defined by the program and facilities.

PHYSICAL ESSENTIAL JOB FUNCTIONS REQUIRED TO PERFORM WITH OR WITHOUT ACCOMMODATIONS:

Hearing and speaking to exchange information and make presentations; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects, sufficient mobility for prompt changes of position required to maintain order and discipline.

CE – 5/13/09

Head Counselor, Class I - 2614

Head Counselor, Class II - 2615