

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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

BASIC FUNCTION:

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 be provided through individual and group activities as well as through classroom and assembly participation. The credentialed school counselor consults and collaborates with teachers, parents, and staff to increase student achievement, behavior, motivation and academic learning.

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

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, such as through the formation of a strategic plan for comprehensive counseling and guidance program activities or when assisting students and parents in interpreting and utilizing assessment data as a guide for individual goal setting and planning. **E**

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

Plans, monitors, and manages students' educational development, such as short and long-range educational goals, academic development, four-year plans, 10th grade review conferences, graduation requirements, academic honors, college entrance requirements, post-secondary opportunities, career development, financial aid, 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 personnel, 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 faculty; 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

Refers students and their families to specialists, programs, or outside agencies for services and/or education programs and opportunities. **E**

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**

Assists students in making smooth transitions between grade levels. **E**

Implements district policy and federal and state law in emergency situations which occur or are discovered in the school setting. **E**

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

Attends inservice meetings to keep abreast of new developments in counseling and guidance. **E**

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

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

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

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

Serves on district committees that enhance counseling and guidance; committee work 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 staff; said meetings to be conducted in accordance with the Collective Negotiation Contract. **E**

Attends established school/district-sponsored activities (e.g. Open House, Back-to-School Nights, programs 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.

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 and practices.

National Model for School Counseling Programs

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 safety and protection of students.

Emergency procedures.

ABILITY TO:

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

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

Keep abreast of changes in the areas of school 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 procedure.

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.

WORKING CONDITIONS:

ENVIRONMENT:

Working environment is defined by the program and facilities.

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

Duties are typically performed in a school setting. Must be able to hear and speak to exchange information and make presentations; see to perform assigned duties; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to retrieve and store files and

supplies; lift light objects, sufficient mobility for prompt changes of position required to maintain order and discipline.

MJ/CE - 5/13/09

Job Codes: 2620, 2635, 2610, 2612