

**SCHOOL COUNSELOR**  
POSITION DESCRIPTION

**Description of Position**

The School Counselor, under the general supervision of the Principal, provides instructional support services to students. This includes direct counseling to individual and small groups, parent education, and consultation with parents, staff, and related agencies.

**Classification**          Certificated Employment

**Work Year**                187 Days

**1. Qualifications**

- 1.1 Pupil Personnel Services Credential with authorization in counseling.
- 1.2 Communicates with, and relates well to parents, students, staff and community.
- 1.3 Is involved in continual professional growth.
- 1.4 Responds productively to criticism.
- 1.5 Understands basic laws and procedures regarding Special Education and Section 504 of the Rehabilitation Act.
- 1.6 Demonstrates knowledge of the relevant laws and regulations pertaining to children, families and pupil personnel services.

**2. Duties and Responsibilities**

- 2.1 Counsels individual and small groups of students on social, emotional and written academic issues by agreement with school administrators and the written permission of parents for ongoing counseling services.
- 2.2 Confers with teachers, administrators, and other professional people to help them in their efforts to better understand and serve individual students or students with common issues.
- 2.3 Acts as liaison between the school and other agencies which are working with the student and his/her family.
- 2.4 Utilizes individual and group counseling techniques that promote pupil success.
- 2.5 Works with students to resolve conflicts and to teach conflict resolution skills.
- 2.6 Works with parents to support the academic and social success of their students.
- 2.7 Participates in parent education efforts such as parent newsletters and presentations to groups such as School Site Council and PTA.
- 2.8 Supports and counsels staff and students during time of crisis or grief.
- 2.9 Uses appropriate referral processes for alternative programs, educational and counseling options in the community.



- 2.10 Organizes time according to counseling demands and budget limitations.
- 2.11 Supervises counseling interns when appropriate.
- 2.12 Follows District policies and procedures.
- 2.13 Contributes to a positive school climate.
- 2.14 Maintains appropriate confidentiality.
- 2.15 Provides follow-up as appropriate to students, staff and families.
- 2.16 Enables students to accept responsibility for their own learning.
- 2.17 Helps students learn effective ways to plan and direct their own learning.
- 2.18 Participates in Child Study/Guidance teams.
- 2.19 Participates in Individualized Education Plan (IEP) meetings when appropriate.
- 2.20 Keeps current on work email and website communications and technological proficiencies.
- 2.21 Performs other duties as assigned.

### **3. Organizational Relationship**

- 3.1 Supervision/Evaluation – Principal