

## **SECONDARY SCHOOL COUNSELOR**

GENERAL STATEMENT: The counselor is a professional educator with specialized training in counseling and human behavior whose main focus is on the optimum development and learning efficiency of the individual student. The secondary school counselor is responsible to the principal or an administrative designee of the principal.

### QUALIFICATIONS:

- A. California Pupil Personnel Services (counseling) credential authorizing services in grades 7-12.
- B. Ability to perceive and be sensitive to the needs and characteristics of a multicultural community.
- C. Knowledge and ability to work cooperatively with representatives of the schools, law enforcement agencies, welfare groups, youth agencies, and other community agencies.
- D. Communication skills adequate to represent the school district in public meetings.
- E. Personal qualities to successfully relate to students, staff, and parents of the school and community.
- F. Knowledge and understanding of laws, regulations and procedures related to counseling functions.

### DESIRED QUALIFICATIONS:

Bilingual abilities (English and another language common to the community served).

### RESPONSIBILITIES:

- A. Counsels with students individually and in groups; assists them in developing decision-making skills, formulating realistic goals, and making educational and career plans and choices.
- B. Conducts educational planning through articulations, orientation, and program placement.
- C. Disseminates educational and vocational information.
- D. Provides input and assists in the implementation of the master schedule, including:
  - 1. Advertise curriculum offerings to students at the site and feeder schools and set registration procedures.

2. Create and implement student registration process:
    - a. Create forms
    - b. Class presentations on course offerings
    - c. Distribution of registration materials
    - d. Meet with students to determine classes
    - e. Meet with feeder school personnel to determine timelines, procedures, and distribution of materials.
  3. Edit/update student schedules based on finalized master schedule.
  4. Resolve conflicts in student schedules as a result of the finalized master schedule.
  5. Balance classes for SEA contract compliance.
- E. Serves as a resource person in curriculum planning.
- F. Acts as facilitator/consultant for teachers, students, and parents regarding problems of educational development and special student needs.
- G. Identifies and arranges for the provision of special school or community programs and services to students and their families.
- H. Ensures integrity of student records and files.
- I. Serves as a student advocate.
- J. Maximizes the effectiveness of the secondary school counselor within the guidance profession through participation in professional meetings and professional growth experiences.
- K. Facilitates cooperative interrelationships between the school and the community, providing information and services, and encouraging open communication and involvement.
- L. Develops, implements, and supervises systems and procedures for disseminating information regarding college and other training institutions, including entrance requirements, program offerings, scholarships and financial aid.

These are general responsibilities for all junior high, high school and adult schools, special assignment counselors and vocational/work experience counselors. The following specific duties are pertinent to the position of vocational/work experience counselors:

- A. The primary and most time-consuming task is to implement and interpret the legal requirements under Title 5 of the California Code of Regulations, as well as the California Education Code and the Federal and State Labor Code.

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- B. Arrange for administration of vocational, aptitude and interest surveys in regard to career selection.
- C. Be available to students and staff as a contact person in the areas of vocational guidance, work experience, and drop-out intervention.
- D. Perform communication tasks as they relate to career information, job seeking, and vocational choices.

Approved by Board of Trustees August 27, 1987  
Revised by Board of Trustees July 5, 2000