

**GUIDANCE SPECIALIST/COUNSELOR****DEFINITION:**

Under the direction of the principal or assistant principal, and in coordination with the District Guidance Specialist/Counselor, and Coordinator of Pupil Services, provide academic, career, and personal/social guidance services to 7-12 grade students in the District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Establish guidance programs at the school level that provide student preparation for post-high school options including college, career technical education, regional occupation programs, military careers, apprenticeships and other careers; develop various publications related to the District's Guidance services (Educational Planning Guides, Study Skills booklets, etc.); evaluate on a continuous basis the guidance programs being delivered at the schools assigned and make or suggest needed modifications.
- Provide liaison services between colleges, local businesses, counseling and community service agencies and the school to coordinate services provided to students and parents; provide information about scholarships & financial aid; write letters of recommendation; conduct large and small group seminars for students, parents and staff on information needed for preparing students for entry into the post-high school opportunities; conduct individual and/or group guidance activities for students and parents in the areas of academic, career and personal/social guidance; facilitate special programs to recognize outstanding student academic achievement and leadership, work with community groups and scholarship donors.
- Assist with the creation of the master schedule; make recommendations for proper student placement in regard to graduation and beyond; work with student services technicians to assign students to classes; may help plan and direct the work of student services technicians, in conjunction with the school site administrator.
- Provide crisis counseling on an as-needed basis at all elementary, intermediate and high schools in the District; act as school site coordinator for off site mental health providers who may provide services for students, including inpatient hospital care, outpatient care, or on-campus group or individual counseling.
- Participate in professional development opportunities in order to continually upgrade skills and knowledge of relevant programs, college requirements, State and Federal grant requirements, financial aid requirements, etc.
- Provide guidance and orientation on a large and small group basis to 6<sup>th</sup> and 8<sup>th</sup> grade students as they transition to intermediate or high school; obtain necessary and appropriate information from elementary and intermediate staff for proper placement of students in intermediate and high school classes.
- Assist in the administration and interpretation of tests administered to students as part of the District Testing Program.
- May train teachers in counseling and guidance techniques and provide staff with current information regarding behavior and other problems that interfere with learning; facilitate communication between parents, teachers, guidance specialist, and students regarding issues which affect the students' educational progress.
- Provide identification and referral services for students having emotional, health, and/or learning problems; participate in student study team and IEP meetings; and assist with tutoring programs when appropriate. Facilitate 504 meetings, 504 plan development, and distribution of 504 plans to appropriate staff members.

- May be assigned to provide services as designated in AB1802 or in accord with District programs:
  - Provide students with information regarding academic and department records and explain promotion/graduation requirements for intermediate and high school, (including the high school exit exam), and the availability of educational and career/technical options.
  - Develop a list of coursework and experience necessary to assist at risk students at designated grade levels to increase achievement in language arts and math, to successfully transition to high school and post secondary education or employment, and to meet all graduation requirements including passing the high school exit exam.
  - Identify at-risk students at designated grade levels and provide individual counseling for students and their parents, to review academic and department records, educational options, coursework and academic progress needed for satisfactory completion of intermediate or high school, requirements for passage of the high school exit exam, and the availability of career/technical education; may assist with intervention and tutoring programs designed to retain students in school, decrease student attendance and discipline problems, and encourage student success for students who are at-risk (including those in in-house suspension, students failing classes, and other at-risk students).
- Perform other duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

Guidance and counseling programs; crisis intervention techniques; recent developments and current literature relating to educational and career guidance; effective behavioral interventions child growth and development.

Ability to:

Provide a school guidance program; prepare and present information in small and large group settings; communicate effectively, both orally and in writing; establish and maintain records, utilizing District systems; establish and maintain effective working relationships.

Experience:

Successful fieldwork in school counseling or experience as a counselor/guidance specialist; teaching experience highly desired.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting, and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California credential in pupil personnel services authorizing service in school counseling; and possession of a valid California driver's license.

Board Approved: February 14, 2006

Revised: September 5, 2006

Revised: August 10, 2011

Board Approved: September 13, 2011