

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Counselor, Head	REPORTS TO:	Assigned Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	April 10, 2019	SALARY:	E-25/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; oversee the functions and activities of the guidance office at assigned high school in support of students learning at grade level and beyond; assist with the development of the master schedule; provide counseling services to assigned students to assist students to stay in school on target to graduate; prepare and maintain student records; lead and coordinate counseling staff to ensure appropriate allocation of support to students and staff.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). 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 principal job elements.)

Oversee the functions and activities of the guidance office at assigned high school in support of students learning at grade level and beyond; meet with other guidance personnel in developing and maintaining various programs and procedures to provide students access to high quality learning options and a variety of activities. *E*

Assist with the development of the master schedule; determine curricular needs to expand practices proven to raise student achievement; update materials as appropriate and according to Board curricular mandates; compile departmental schedules and develop the school schedule; resolve class conflicts. *E*

Provide counseling services including academic, career or personal counseling to assigned students and prepare and maintain student records *to ensure students stay in school on target to graduate*; prepare discipline and attendance referrals. *E*.

Oversee the functions and activities of various ancillary programs. *E*

Oversee the set up and distribution of teacher roll sheets, deficiency notices, report cards, and grade exceptions in support of student learning a grade level and beyond; order materials as needed. *E*

Coordinate and administer State and District-mandated standardized tests as assigned. *E*

Arrange for school visitations of college representatives as assigned to provide students access to a variety of high quality learning options; arrange for college sponsored admissions/financial aid workshops. *E*

Lead and coordinate counseling staff; notify principal of staffing needs and assist with the selection process as required. *E*

Collaborate and communicate with students, families, District administrators, certificated staff, and outside organizations to coordinate activities, resolve issues or concerns, make referrals, or exchange information. *E*

Conduct family/student/teacher conferences related to disciplinary, attendance or academic problems to provide academic support to assist students to stay in school on target to graduate. *E*

Attend District meetings, in-services and other trainings as need to obtain updated counseling skills and techniques and changes in laws and procedures to better meet the needs of students, families and sites. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and advanced course work in pupil personnel or administrative services; previous administrative or counselor experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Pupil Personnel Services credential under School Counseling with three or more years of experience as a School Counselor
Valid California Driver's License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures related to enrollment, scheduling, vocational guidance, testing and other related counseling programs.

Curriculum appropriate for high school students.

Personal and academic counseling techniques, laws, rules and regulations.

Interpersonal skills using tact, patience and courtesy.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District students.

Policies and objectives of various guidance programs and activities.

Student assistance programs and community referral resources.

Applicable sections of the Education code and other laws, rules and regulations related to assigned activities.

Accurate record-keeping techniques.

Operation of a computer to enter data, maintain records and generate reports.

District organization, operations, policies, objectives and goals.

ABILITY TO:

Oversee the functions and activities of the guidance office at assigned high school.

Assist with the development of the master schedule.

Provide counseling services to assigned students.

Lead and coordinate counseling staff.

Prepare and maintain student and related guidance records.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Read, interpret, comprehend, apply and explain rules, regulations, policies and procedures.

Assign and review the work of others

Work confidentially with discretion.

Communicate, understand and follow both oral and written directions effectively.

Plan, prioritize and organize work to meet schedules and time lines.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal.

Dispense corrective feedback in a manner that inspires accountability among colleagues and students.

Demonstrate loyalty and high ethical standards.

Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school environment; constant interruptions; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting and/or standing for extended periods of time; hearing and speaking to exchange information and provide work direction; dexterity to operate a computer and other office equipment; seeing to observe and monitor various activities and student behavior in the classroom; reaching overhead, above the shoulders and horizontally, bending at the waist to retrieve and store files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions