

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Counselor, School	REPORTS TO:	Assigned Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	April 10, 2019	SALARY:	E-24/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; provide academic, personal and career counseling services to students in support of students learning at grade level and beyond; communicate with students, families, and appropriate District staff regarding student academic progress to assist students to stay in school on target to graduate; perform a variety of administrative functions to meet the needs of students, families, and sites.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the School Counselor classification are assigned to work in one of the following specific areas:
 School Counselor – Site School
 Counselor – Adult Education

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.)

Provide on-going academic and/or social, emotional counseling to students and families to expand practices proven to raise student achievement; develop academic plans to assist students in attaining proficiency in state content standards on target to graduate. *E*

Communicate with students, families, and appropriate District staff regarding student academic progress to assist students to stay in school on target to graduate; monitor students and make recommendations related to proper placement or actions in support of educating students at a high level. *E*

Advise students regarding available classes and programs to provide students access to high quality learning options and a variety of activities to achieve their personal best; notify students of progress toward graduation; evaluate credits. *E*

Conduct student conferences and refer students and families to appropriate agencies, support services and community resources as needed; assist students with decision-making, conflict-resolutions, coping strategies, proper behaviors, and goal-setting. *E*

Visit on-site classrooms and feeder schools to disseminate information; work with department and site leaders to develop and establish transition programs for students going from middle school to high school or from high school to college/career who are at risk of failing; coordinate the registration of students. *E*

Coordinate services with the Head Counselor, other School Counselors and/or the site administrator at an assigned site to ensure monitoring and adjustment of appropriate interventions for students deemed most at risk to provide students opportunities to stay on target to graduate. *E*

Provide college and career guidance to students as related to assigned duties; develop academic plans to prepare students in meeting college prerequisites; discuss interests and goals; prepare a variety of written recommendations to colleges, scholarships and special programs. *E*

Perform a variety of administrative functions including administering various tests, supervision of campus activities and preparation of banquets; supervise sports and extra-curricular activities as assigned. *E*

Prepare, maintain and evaluate a variety of lists, transcripts, profiles, cum folders, records and reports related to students in support of preparing career ready graduates; prepare letters, progress reports, referrals and related documents to families, teachers, principals and outside services. *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*

Maintain current knowledge of community resources and recent trends in counseling students; prepare and deliver oral presentations as requested; attend various in-services, trainings and meetings to update skills to 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 successful experience teaching, counseling, or providing related services to young people.

LICENSES AND OTHER REQUIREMENTS:

Valid Pupil Personnel Services credential under School Counseling.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and procedures related personal and academic counseling techniques.
- Graduation and college entrance requirements as related to assigned duties.
- Laws regarding minors and child abuse reporting.
- Testing and registration procedures.
- Interpersonal skills using tact, patience and courtesy.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District students.
- Oral and written communication skills.
- 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:

- Provide counseling services to assigned students.
- Identify student needs.
- Prepare and maintain a variety of documents related to students.
- 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.
- Operate office equipment.
- 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 or standing for extended periods of time; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information; lifting light objects; walking to supervise campus activities; 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