



IRVINE UNIFIED SCHOOL DISTRICT

SCHOOL COUNSELOR- SECONDARY

DEFINITION

Under general supervision, serves as the center of the guidance effort of the school and is the person through whom all pertinent information regarding the student is channeled.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for group and individual guidance procedures associated with proper student placement in regard to graduation and beyond.
- Involvement in group and individual per-disciplinary counseling to keep the student in good standing in all classes.
- Serves as a source of information for the student with respect to the school, home, and community.
- Collects, organizes, and analyzes student information through the use of educational historical data, test results, and interview techniques
- Appraises student interests, aptitudes, and attitudes utilizing a variety of assessment strategies and techniques.
- Collects and disseminates to students and parents information concerning school offerings, opportunities for further education, and careers and career training opportunities.
- Establishes, maintains, and monitors the maintenance of a variety of files and records pertaining to student counseling and related matters.
- Assists with student interventions, and in resolving student welfare and attendance problems.
- Assists in establishing and coordinating student-teacher-counselor-parent-conferences.
- Performs individual and group counseling, activities and functions, including career and vocational, and social – emotional counseling.
- Conducts and documents systematic risk assessments for students who may be a danger to themselves and/or others.
- Provides identification and referral service for students having emotional, health, and/or learning problems which are beyond the resources of the local school.
- Acts as student support liaison/case carrier for students with Section 504 Accommodation Plans.
- Refers students with exceptional abilities and needs to appropriate district personnel.
- Assists in the development and changing of curriculum to meet the needs of the student body.
- Responsible for student schedule changes and monitoring progress towards promotion and graduation, including transcript evaluations
- Responsible for delivering accurate and relevant information concerning post-secondary options to students and parents
- Responsible for letters of recommendation and completing other college and scholarship-related paperwork

- Plans, develops, and presents, as requested, a variety of reports pertaining to site and district level counseling functions and activities

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES

- Demonstrate specialized knowledge of best practices in school counseling and guidance, including the needs of high risk youth and families.
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing educational programs in California.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Ability to collaborate with other agencies in planning and implementing effective programs, including staff and parent training, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.

EDUCATION and/or EXPERIENCE

- Valid California Credential authorizing Pupil Personnel Services (PPS) in School Counseling
- Possession of a valid California driver's license
- A Master's degree from an accredited college or university is preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

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