

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

School Counselor

CLASS DEFINITION

Under direction from the site principal, the counselor's primary purpose is to facilitate the students' learning experience, to assist them in making choices and in planning their activities wisely.

QUALIFICATIONS

- Experience:** Classroom teaching experience is preferred as well as a broad working knowledge of school operations, student development and staff relations.
- Education:** Possession of a B.A./B.S. is required; M.A./M.S. preferred. Appropriate credential authorizing pupil personnel services.
- Skills:** Ability to relate effectively with students, parents and staff. Ability to assist students achieve to their optimum capacity and make appropriate decisions through personal, educational, and career counseling and guidance services.

SUPERVISION FROM

Site Principal

SUPERVISION OVER

Students and appropriate clerical staff

ASSIGNED RESPONSIBILITIES

1. Assist students in making decisions and planning their school classes and activities wisely.
2. Provide pertinent information concerning student behavior.

3. Provide appropriate feedback regarding individual pupil problems, skill levels and achievement.
4. Serve as a supportive resource person.
5. Facilitate communication with teacher-student-parents.
6. Help arrange and participate in parent-student-teacher conferences.
7. Assist students in planning their education program.
8. Assist students with post high school educational and vocational planning.
9. Utilize and make referrals to appropriate school and community resources.
10. Assist in providing orientation services for new students.
11. Maintain records necessary for the performance of counselor duties.
12. Acquaint students with effective decision-making techniques.
13. Assist in the development of the school's master schedule of classes.
14. Assist in the registration process to assure that students enroll in appropriate classes, programs and activities.
15. Give on-going consideration to school curriculum development as appropriate to assignment.
16. Communicate the role of the counselor to students, staff, parents and community.
17. Participate in professional activities.
18. Perform other duties as required.