

# Aromas-San Juan Unified School District

## **JOB TITLE:**

***ACADEMIC COUNSELOR***

## **DESCRIPTION OF BASIC RESPONSIBILITIES:**

To assist students in intellectual, social and personal growth, and to guide students in making informed and individually appropriate social, educational and vocational choices. To provide students with ongoing support designed to ensure consistent academic progress.

All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

## **SUPERVISOR:**

Superintendent in coordination with site administrators

## **TYPICAL DUTIES:**

1. Conduct and/or participate in orientation meetings with all 7<sup>th</sup>-12<sup>th</sup> grade students to provide information regarding class offerings and registration.
2. Meet with students prior to and during the registration process, inform the students of classes relative to course selection and assist the administration in the registration and scheduling process.
3. Conduct follow-up meetings with students after the master schedule is developed to try to accommodate an individual need or request.
4. Insures that students receive information on high school entrance, including graduation or promotion requirements, academic honors, college entrance requirements and career training.
5. Meet with new and transfer students and the parents/legal guardians, as needed, to review and explain the requirements for:
  - School registration;
  - Transfer of credits from previous schools;
  - Educational options;
  - Class options and academic progress needed for satisfactory completion of middle school and high school and the various post high school options;
  - Passage of the high school exit exam;
  - Career technical education.
6. Meet with students and the parents/legal guardians to develop a Plan of Remedy for students that have been identified as “at risk” of not graduating with the rest of their class, not earning credits at a rate that will enable them to pass the high school exit exam, not achieving academically, or who do not have sufficient training to allow them to fully engage their chosen career.
7. Provide the necessary assistance to these “at risk” students in developing a list of coursework and experience necessary to complete the items listed in Number 6 above.

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8. Develop a list of course work and experience necessary for all grade seven students who have been deemed at far below the basic level in English language arts or mathematics pursuant to California Standards Tests administered to grade six student to successfully transition to high school and meet all graduation requirements, including passing the high school exit exam. A copy of this list should be provided to the student and the parent/legal guardian.
9. Maintain a library of catalogs, pamphlets, directories and appropriate Internet sites from colleges, technical schools and agencies that offer both scholarships and financial aid. This library should include application forms, scholarship information, financial aid information and occupational briefs. This information should be easily accessible and shared with students and parents/legal guardians.
10. Offer all necessary assistance to students seeking financial assistance, including the following:
  - Prepare and process scholarship materials
  - Plan informational meetings for parents/guardians of students to explain financial aid options.
  - Establish, organize and meet with scholarship committees, as well as research all types of aid options for students.
11. Support high school advisors in post-secondary counseling.
12. Be available for parent conferences in conjunction with the regular school wide conference.
13. Write letters of recommendation for students who want to enter post-secondary institutions or are applying for jobs.
14. Attend professional conferences and workshops related to the overall guidance program.
15. Participate in professional growth activities and complete a professional development plan.
16. Performs other duties as assigned within limits of the ASJTA's contract and to meet the assurances of the California Department of Education's Middle School and High School Counseling Program.

### **QUALIFICATIONS AND EXPERIENCE:**

- Be sensitive to or have an understanding of different cultural values and beliefs of the students/families being served.
- Must have basic knowledge of computer programs for word processing, spreadsheets, email, etc.
- Knowledge of SASI is desirable
- Bilingual in Spanish is desired
- Pupil Personnel Services- School Counselor credential
- Experience in K-12 education.