

REEF-SUNSET UNIFIED SCHOOL DISTRICT

Job Description

Job Title: School Counselor
Reports To: School Site Principal
Salary Range: Certificated – 185 school days, plus 10 work days, plus 15%
Approved Date: Adopted June 18, 1987 – Revised August 25, 2014

Major Function: Under the supervision of the school principal the Counselor is responsible for scheduling, programming and counseling of all students.

Essential Duties and Responsibilities (Persons employed in this position may perform any combination of the essential functions shown below. 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.)

Shall supervise and correlate the guidance/counseling, testing and related activities.

Shall be responsible for coordination of pre-registration, testing and related activities.

Shall oversee the work of the counseling clerical staff and aides as appropriate.

Shall work with the principal in planning, registration and programming of students.

Shall act as the chairman of the Awards and Scholarships Committee.

Shall supervise the administration, scoring and recording of all group achievement, ability and proficiency tests.

Shall assist the classroom teacher in the interpretation of tests results.

Shall be responsible for academic scheduling, scholarship and attendance counseling of the student body.

Shall work with parents concerning pupil problems.

May be responsible, with the principal, for putting together the Master Schedule when appropriate to the assignment.

May be responsible for the maintenance of student records as appropriate.

Shall keep required records regarding proficiency testing conferences and supply required reports to the superintendent secretary.

Shall coordinate with career education speakers for presentation to the students.

Shall serve as member of the Student Study Team and gather the required information for the committee.

May be required to coordinate IEP meetings and shall serve as a member of the IEP team as appropriate.

Shall serve as the delegate to the Kings County School Attendance and Review Board (SARB).

Shall perform other duties as assigned by the principal within the scope of counselor.

The Counselor **may be assigned to work specifically with PACA students. Initially they will recruit students to PACA. Then they will provide strategic college and career guidance through the development of an education/career plan to guide them through PACA to reach their goals. They will also monitor students' progress, connect them with services at the high school and the college, facilitate communication with the counselors at the colleges.*

Supervisory Responsibilities: This job has no supervisory responsibilities.

Education and Experience:

Must be a certificated employee of the Reef-Sunset Unified School District.

Must have Pupil Personnel and Guidance Credential.

Must be a positive role model for all students.

Must be competent in all areas of counseling.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Physical Demands: With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to read and observe students; sitting or standing for extended periods of time; lifting light objects; walking to supervise activities; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulder and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Work Environment: Office and field environment; driving a vehicle to conduct work; constant interruptions; occasional contact with dissatisfied individuals.

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

***Certificate Salary Schedule (School Counselor)**
Regular teacher schedule, plus 10 work days, plus 15%