

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: Counselor

DESCRIPTION OF BASIC RESPONSIBILITIES

To facilitate measureable student outcomes in personal development, social development, educational development and career development.

SUPERVISOR: Assistant Superintendent, Curriculum and Instruction

RESPONSIBILITIES:

1. Guides individual students to facilitate transition from home to school and to build positive attitudes, self-understanding, and self-reliance.
2. Counsels groups of students to promote confidence and interaction, solve problems, and assist in decision making.
3. Consults with teachers to promote cooperative efforts and to serve as a referral agent.
4. Coordinates efforts of guidance specialists working together to provide articulation between educational levels.
5. Consults with others on curriculum development, testing, records placement, grouping promotion, student evaluation, screening of students, and providing information.
6. Interprets the functions of counselor to students, teachers, parents, and the general public.
7. Communicates with parents to maximize the students' social and academic adjustment, interpreting test results, explaining school policies, and assisting in parental understanding of child development.
8. Provides orientation, career, and group activities to promote self-direction, particularly at the middle and secondary school levels.
9. Administers, scores, and interprets appropriate group tests.
10. Evaluates program effectiveness to provide data for improving services provided.

QUALIFICATIONS:

The district counselor will be competent in:

1. The problem formulation of cases; assessment of the family, adolescents, or children and their situations.
2. Defining the purpose, goal and task of counseling sessions.
3. Developing an intervention plan, express the rationale for the particular strategy, the counseling processes utilized, and helping methods employed.

4. Establishing adjunctive helping means such as consultation, collaboration, family—community in-put, along with other community service and/or informational resources.
5. Demonstrating professional maturity, competency and professional identity; self-awareness and “use of self” in a counseling relationship.
6. Applying knowledge and theory in professional activity with children and families.
7. Exercising counseling judgment “on the spot” in case situations; individualizing, generalizing and transferring knowledge and experience.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. Valid California Pupil Personnel Services Credential
2. TB Test clearance
3. Drug test clearance
4. Criminal Justice Fingerprint clearance