

FALLBROOK UNION HIGH SCHOOL DISTRICT COUNSELOR Position Description

Definition

Under the supervision of the Director of Student Services, administers a comprehensive student guidance program.

Responsibilities

Include but are not limited to: assesses student programs, keeping the students informed of their status toward meeting graduation requirements; makes recommendations for improvement and counseling, as needed; assists pupils in defining long-range and short-range educational goals; insures that pupils receive information on graduation requirements, academic honors, college entrance requirements, and career training; provides information and assistance to pupils and parents relating to career choice, requirements for advanced education, and potential career opportunities; orients new students and parents to the school program and various guidance services available; consults with school personnel concerning special abilities or problems that the pupils may have; assists with campus control and supervision; refers pupils for individual testing; counsels with parents concerning pupil data and school progress; interprets group test data to pupils, parents, and teachers, including achievement and aptitude tests and interest surveys; assists administration with student interventions to help keep discipline problems from continuing; and performs other duties as may be assigned by immediate Supervisor within limits of the contract.

Examples of Duties

1. Responsible for presentations.
 - 10th grade "Four Year Plan" Parent Night (evening event)
 - Orientation/Class registration presentations to Public and Private Federal Schools.
 - 8th grade Parent Orientation Night (evening event)
 - Plan and develop presentation/schedule for 9th/10th grade Course Selections
 - Plan and develop presentation/schedule for 11th grade, Course Selection/Transcript Analysis presentation
 - Social skills presentations to all ninth grade students
 - Deliver CAHSEE presentations to all English classes
 - Deliver transcript analysis/registration informational presentation to Special Education department
 - Present 8th grade course selection orientation presentation to ELD classes
 - Develop and deliver "Four Year Graduation Plan" presentation to all 10th grade students.
 - Develop and deliver social and academic classroom presentations to all 8th grade students at Feeder Middle/Junior High Schools twice a year
 - Coordinate and plan all facets of small feeder schools (i.e. Zion, St. Peter's) attending an orientation presentation at FUHS

2. Provide academic advising:

- Conduct 4 year plans with students/parents
 - Academic/Scheduling conferences with parents and students
 - Conduct Parent/Teacher/Student conferences
 - Consultation with teachers regarding academic, behavioral, attendance issues
 - Review records and approve all students recommended for reclassification
 - Advise students and complete the paperwork necessary for students to attend the Learning Center
 - Individual student/parent counseling regarding academic progress (SIA, progress reports, D/F list)
 - Advise students/parents regarding military, community college, college admission process
 - Career counseling
 - Do analysis of senior transcripts and complete graduation checks for seniors in the fall and spring
 - Coordinate and conduct SST (Student Study Team meetings)
 - Send senior graduation status letters to parents
 - Review summer school grades to schedule students appropriately for the next school year
 - Conference with students/parents on D/F list
 - Meet with parents/students regarding alternative educational programs (i.e. Oasis, Ivy, Pala)
 - Consult/coordinate class placement of special education students with Special Ed teachers
 - Coordinate the process and advise students about registering to attend community college and equivalent classes to transfer to FUHS
 - Contact other high schools regarding credit and transcript issues when registering new students
 - Complete K-12 Verification forms for all students attending Palomar or Mira Costa college
3. Provide personal/social student services:
- Meet with students who submit "Request to See Counselor"
 - Write recommendation letters for college bound students
 - Prepare secondary school reports for college bound seniors
 - Crisis intervention (i.e. suicide, death, etc.)
 - Conduct 504 meetings with parent/teacher/students for all 504 students on caseload
 - Meet with VP/parent/student for "Top 30" conferences
 - Meet with all students on conduct agreements
 - Meet with all students returning from suspension
 - Train and coordinate Conflict Mediator program to provide mediation services to students
 - "Counseling Center Connection" cart available to students every day at lunch
 - Arrange referrals to outside agencies for drug, emotional, social problems, etc.
 - Coordinate and attend SST meetings for "at-risk" students
 - Coordinate S2S program for new incoming students and military students
4. Arrange scheduling:

- Register all new students
 - Individually meet with students to advise and register these students for upcoming school year
 - Schedule changes for all 9th/12th grade students
 - Assist in “leveling” classes
 - Schedule changes for all students during five day registration process in August
 - Schedule changes/leveling classes for second semester
 - Ensure ELD/Special Education/AVID students proper placement in classes
 - Review student class selections to ensure proper placement in correct classes for graduation purposes (i.e. review summer school grades, graduation checks, etc.)
 - Complete early graduation forms for students graduating one semester or one year early
 - Summer school advising and placement
 - Assist GATE coordinator in placement of Honors/AP students
5. Attend meetings:
- Attend weekly Counseling Office meetings
 - Attend meetings with administration (when appropriate)
 - Attend Departmental meetings (when appropriate)
 - Attend monthly evening DELAC/ELAC meetings (ELL Counselor)
 - Attend IEP’s (Spec Ed counselor)
 - Attend monthly staff meetings
 - Attend UC and CSU Counselor conferences
 - Meet with feeder school administration to discuss articulation process (three to four times a year)
 - Departmental meetings to plan all presentations
 - Meet with new staff to describe counselor services
 - Attend yearly retreat to plan Counseling Office services for next school year
6. Other duties:
- Return all parent phone calls
 - Consult with teachers regarding student academic/personal/social issues
 - Assist in administration of CAHSEE
 - File CPAS reports, when appropriate. Act as school liaison between student/social worker, probation officers, etc. (when appropriate)
 - Update all Guidance Office related materials annually (Course Offering and Information Booklet, forms, etc.)
 - Create Special Education Teacher/Counseling Office Procedure Manual
 - Create Counseling Office Policy and Procedure Manual
 - Create, develop and type course selection sheets and registration information
 - Create and develop Power Point presentations
 - Create/send 8th grade parent letters regarding orientation/scheduling process
 - Proctor Advanced Placement exams
 - Insure Administrative Placement and Parent Rights forms are completed and sent to D.O.
 - Update and create Counseling Center forms

Minimum Qualifications

Knowledge of: Contemporary educational, business and industry practices; the needs and work styles of students; the relationships of basic academic skills and vocational guidance; prevocational and vocational learning sequences and processes.

Ability to: Interact positively and constructively with adolescents; work effectively with adults; communicate in oral and written forms; follow oral and written instructions; research and identify resources for vocational guidance careers, future schools and learning opportunities.

Education

Bachelor's Degree; a graduate degree, and Pupil Personnel Services credential

Experience

Experience in a high school, college, military or business career center, or experience deemed equivalent.

Salary/Work Year

Based on units and years of experience

183 Days, plus 10 days Perdiem