

Rocklin Unified School District

JOB TITLE: Guidance Counselor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

A credentialed professional whose primary objective is the application of scientific principles of learning and behavior to improve school-related problems and to facilitate the learning and development of children in the Rocklin Unified School District.

SUPERVISOR: Principal

TYPICAL DUTIES:

Advises students, parents, and guardians for the purpose of providing information of students' academic progress.

Coordinates with teachers, resource specialists and/or community (e.g., courts, child protective services, etc.) for the purpose of providing requested information, gaining needed information, and/or making recommendations.

Counsels students, parents, and guardians for the purpose of enhancing student success in school.

Monitors student records for the purpose of developing plans and/or providing information regarding students' goals.

Prepares documentation (e.g., observations, progress, contacts with parents, teachers, outside professionals, etc.) for the purpose of providing written support, developing recommendations and/or conveying information.

Presents information on various topics (e.g., behavior management, etc.) for the purpose of providing information to assist in decision making.

Schedules student classes for the purpose of securing appropriate placement and meeting their promotion requirements.

Consults with parents, school and community resources, and students in helping to develop the best educational programs for children.

Coordinates Student Assistance Program.

Chairs/attends Student Study Team meetings.

Participates in planning, executing, and assessing programs of education and re-education for pupils.

Assists in developing the best possible learning programs for all children and in evaluating the

product of the educational effort.

Provides appropriate consultive services to assist school staff members to better understand behavior and learning patterns of children and to apply these understandings in promoting an improved climate for learning.

Provides and coordinate staff inservice training programs.

Provides individual and group counseling as needed.

Develops a master schedule and completes scheduling of all students.

Registers and schedules all incoming new students.

Explains to parents the assessments and procedures for placement of a child into special education programs.

Provides career and vocational counseling.

Coordinates student assessment programs.

Coordinates Peer Helper Program.

OTHER JOB FUNCTIONS:

Administers various proficiency tests for the purpose of assisting in determining student's placement and/or eligibility for potential course of study.

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Participates in various extra curricular school and/or community activities for the purpose of providing supervision and/or representing school at such events.

Supervises assigned programs (e.g., peer counseling, special education, Student Assistance Program, etc.) for the purpose of monitoring performance and achieving overall curriculum objectives.

Other duties as assigned.

EMPLOYMENT STANDARDS:

Master of Arts/Master of Science in Counseling plus valid California Designated Service Credential; a high level of communication skills.

DESIRABLE QUALIFICATIONS:

Experience as a School Counselor.

GOALS OF EFFECTIVE PERFORMANCE:

To participate in the planning, implementing, and evaluating of the best possible educational program for children in consideration of the needs of the students.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

Adoption Date: August 1, 1990
Revised: November 4, 1992
Revised: June 3, 1997