

## **COUNSELOR**

### **PRIMARY FUNCTION:**

The position of Counselor, under the supervision of the Principal and/or Assistant Principal, will provide counseling and guidance services to students; provide students with information, assistance and advice concerning educational and career opportunities; identify and counsel students with special needs and behavioral, social and school adjustment problems; make referrals to other community resources, support groups and social service agencies as appropriate.

### **ASSIGNED RESPONSIBILITIES:**

1. Provide individual and group guidance counseling to students; confer as needed with parents, teachers and others regarding student needs including school achievement and behavior.
2. Provide students with information, assistance and advice concerning educational and career opportunities; assist students with making decisions concerning educational and career opportunities; review student transcripts for four-year planning.
3. Identify and counsel a variety of students with special needs including truants, potential dropouts, special education and GATE students, academically deficient individuals and students with social or behavior problems; develop educational goals for students with high risk behavior.
4. Provide counseling to families to assist students with school and social adjustment problems; conduct home visits as appropriate; provide crisis counseling services as needed.
5. Refer students to social service and governmental agencies, support groups and other community resources as appropriate; consult with law enforcement agencies regarding students as necessary.
6. Develop and present parent and student workshops for low achieving students.
7. Serve as liaison to other agencies, students, school personnel, families and community organizations; maintain relations between school, the community and community services; respond to inquiries and provide information.
8. Train and provide work direction and guidance to assigned staff; assign and review the work of staff.

9. Prepare records and reports related to the assignment; prepare letters to parents, progress reports, referrals and related documents.
10. Maintain current knowledge of community resources and recent trends in counseling techniques.
11. Communicate with District personnel, school staff, parents, students and public agencies regarding student placement, referrals, services and related issues.
12. Proctor a variety of tests and assist teachers with the testing process as directed.
13. Coordinate counseling and conflict mediation groups to enhance student communication skills; provide crisis counseling as needed; consult parents concerning students with social or behavior problems.
14. Utilize diagnostic and assessment procedures as appropriate; gather, organize and interpret data regarding students to teachers and parents.
15. Prepare and deliver oral presentations as requested; attend and participate in a wide variety of meetings, conferences and seminars.
16. Operate a variety of office equipment including a computer and assigned software.
17. Prepare and teach curriculum units as assigned.
18. Chaperone a variety of school events such as games and dances.
19. Perform related duties as assigned.

#### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Knowledge of:**
  - a. Federal, State, and District policies, guidelines and procedures related to public school counseling services.
  - b. Trained in current counseling services, research and trends.
  - c. Experience with data collection and analysis.
  - d. Skilled in presentation delivery techniques.

- **Ability to:**

- a. Analyze problems, identify potential solutions and make appropriate and effective decisions.
- b. Communicate effectively both orally and in writing.
- c. Interpret, apply and explain rules, regulations, policies and procedures.
- d. Work in a diverse socio-economic and multicultural community.
- e. Operate a computer and job-related equipment.
- f. Maintain consistent, punctual and regular attendance.
- g. Work independently with little direction
- h. Meet schedules and time lines.

- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

- **Physical:**

- a. Ability to push, pull, and transport instructional and/or presentation materials.
- b. Ability to communicate so others will be able to clearly understand a normal conversation.
- c. Ability to understand speech at normal levels.
- d. Ability to bend, twist, stoop and reach.
- e. Ability to drive a personal vehicle to conduct business.

- **Mental:**

- a. Ability to organize and coordinate schedules
- b. Ability to analyze and interpret data
- c. Problem solving

- d. Ability to communicate with the public
- e. Ability to read, analyze and interpret printed matter and computer screens
- f. Ability to create written communication so others will be able to clearly understand the written communication
- g. Ability to communicate so others will be able to clearly understand a normal conversation.
- h. Ability to understand speech at normal levels.
- **Environment:**
  - a. Indoor – frequently
  - b. Outdoor – occasionally
  - c. Ability to work at a desk and in meetings of various configurations.

**EDUCATION AND EXPERIENCE:**

- a. Valid and appropriate California Credential
- b. Bachelor's Degree or higher
- c. Minimum of three (3) years counseling experience
- d. Cross-cultural Language and Academic Development certificate
- e. Must possess a valid driver's license

**DIRECTLY RESPONSIBLE TO:**

Site Principal and/or Assistant  
Principal

**OVERTIME STATUS:**

Eligible

**BARGAINING UNIT STATUS:**

Palm Springs Teachers  
Association

**TERMS OF EMPLOYMENT:**

Salary and work year governed by the Collective Bargaining Agreement with Palm Springs Unified School District Teachers Association

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement with the Palm Springs Teachers Association and the Palm Springs Unified School District and the Board Policy on Evaluation of Certificated Personnel.

**Regulation  
Approved:**