



## STOCKTON UNIFIED SCHOOL DISTRICT

**TITLE: High School Counselor**

### **Definition**

The high school counselor works directly with students in promoting awareness of self and the world around them, schedules and provides orientation to students, supports faculty and staff in their work with students, and confers with parents, administrators, and others as necessary to provide for the well being of students.

### **Supervision Received and Exercised**

Receives direction from the high school principal or designee and supervision from the guidance chairperson.

**Examples of Duties** – Duties may include, but are not limited to, the following:

Provide students and parents with information about educational requirements, career opportunities, counseling programs, and related guidance services available to them.

Assist students in clarifying educational and career goals, including college applications, scholarships, financial aid information and vocational/technical career opportunities.

Encourage the enhancement of students' self-esteem in both the school setting and the home environment.

Assist students in choosing and registering for classes.

Participate in parent conferences and facilitate parent communication and participation.

Provide students with individual and/or small group counseling concerning social, emotional, and learning problems.

Conference with students and/or parents on the results of the California High School Exit Examination (CAHSEE) and State achievement tests and interest/career inventories.

Assist and advise administrators, staff members, and parents concerning student progress towards graduation and educational/career goals.

Assist in the placement and/or adjustment of pupils in an appropriate classroom setting or in Special Education.

Counsel with students and parents regarding poor attendance patterns and make appropriate referrals to the Child Welfare and Attendance (CWA) counselor, Student Attendance Review Team (SART) and Student Attendance Review Board (SARB) regarding chronic absenteeism.

Provide direction to the articulation of students as they move into high school.

Provide orientation programs to students as necessary.

Provide individual and/or group behavioral intervention.

Arrange for visits of recruiters and speakers from various vocations and colleges.

Work cooperatively with the school nurse and other school personnel to make appropriate referrals regarding students' needs to community agencies and act as a liaison person between such agencies and the school.

Implement selected programs which focus on problem solving, conflict resolutions and decision making.

Participate in Student Assistance Program (SAP), Student Success Team (SST) and Individualized Educational Plan (IEP) meetings.

Confer with parents and administrators about laws relating to students and arrange for intervention by authorities when necessary for protection and child's well being.

Provide guidance to staff members in such areas as student behavior management techniques, resource materials, students experiencing difficulties and parent conferencing.

Participate in appropriate professional growth activities throughout the year.

Complete related duties as assigned.

**Qualifications:**

**Knowledge of:**

Graduate requirement/college entrance requirement and high school diploma alternatives  
Child development and behavior dynamics  
Group and individual counseling techniques and methodology  
Student assessment practices and interpretation of test data  
Laws related to minors  
Conflict resolution and problem solving techniques

Community resources.  
Scheduling procedures and practices.  
State and national counseling standards.

**Ability to:**

Plan, organize and establish priorities.  
Relate well to students, staff, parents and others.  
Assist others in resolving problems.  
Communicate clearly and succinctly.  
Promote quality human relationships.  
Relate to diverse cultures.

**Education and Experience:**

Pupil Personnel Services (PPS) counseling credential – as required by law.