

# AMADOR COUNTY UNIFIED SCHOOL DISTRICT

## HIGH SCHOOL COUNSELOR

QUALIFICATIONS: Pupil Personnel Services Credential with authorization in School Counseling.

REPORTS TO: Site Principal

JOB GOAL: To assist students in personal and social development as well as educational and vocational planning.

ROLE: The role of the high school counselor includes providing both guidance and counseling services. Guidance services assist students with present and past high school educational planning; counseling services assist students with personal and social development including crisis situations.

### PERFORMANCE RESPONSIBILITIES:

1. Participate in 8<sup>th</sup>-9<sup>th</sup> grade articulation process.
2. Meet individually, or in groups, with each student assigned yearly to develop and update a high school and career guidance plan.
3. Monitor graduation requirements and educational progress including scheduling course needs and administering and correcting competency exam make-ups.
4. Register new students.
5. Change class schedules when necessary for appropriate placement.
6. Meet with the I.E.P. team to update a student's progress in Special Education and to plan their schedule and educational plan.
7. Meet with all sophomores and their parents to assist in developing their educational plan.
8. Provide testing opportunities and interpret test results.
9. Coordinate the administration of the California Achievement Test for freshman and sophomores.
10. Assist students in registering for summer school and adult night school courses.
11. Coordinate the Student Study Team and Student Assessment Team for the purpose of referrals to alternative education programs or the Special Education Program.
12. Provide the opportunity for parent conferences.
13. Assist in obtaining tutors for students.
14. Assist in developing the master schedule. When designated, meet with teachers for input on the master schedule.
15. Identify students to be placed in the Opportunity Program; attend and/or organize and administer for students Study Team meeting and adjust their schedule to place them in the Program.
16. Provide students with information about colleges, universities, and course requirements for specific majors.
17. Write letters of recommendation for students.
18. Provide students with the opportunity to receive information regarding a broad range of post high school options, including alternatives to high school graduation.
19. Inform students of scholarships, grants and financial aid available and application procedures.
20. Provide information on various skill training programs available to students.
21. Provide the opportunity for students to hear speakers from the community talk about their various jobs.
22. Assist students in planning a college/university visitation.

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23. Keep parents informed about information relevant to their student; for example – graduation requirements, post high school options, testing opportunities, college application procedures, financial aide assistance and scholarships.
24. Acting as a liaison between college counselors and seniors to set up assessment testing, pre-admission information sessions and individual appointments with a visiting college counselor.
25. Help students develop a process and strategy for coping with personal crisis.
26. Counsel students referred for attendance problems.
27. Assist parents who request information regarding developmental stages and related issues of students.
28. Provide group counseling for students who could benefit from a group setting in the areas of school success support systems, peer pressure, family concerns and personal growth.
29. Provide the opportunity for students to talk to trained Peer Counselors.
30. Work with students and parents on an individual basis who are referred or are a self-referral in the areas of: Family concerns, alcohol and drug problems, child abuse, peer pressure, pregnancy, peer and family relationships, rape and sexual abuse, personal growth and self esteem.
31. Provide opportunities for positive recognition.
32. Participate in conferences relating to conflict resolution.
33. Coordinate services with outside agencies. Act as a resource for referrals to those agencies.
34. Select, train and advise or assist with the Peer Counselor.
35. Calculate or assist with the calculation of the grade point averages for the purpose of selection Valedictorian, Salutatorian and graduation speakers.
36. Work with Career Technician to provide career testing and information.
37. Act as a liaison between students and medical care providers for confidential medical appointments.

**Pay Range**

Certificated Salary Schedule + 1.0% of placement on Certificated Employee Salary Schedule (not to exceed 6%) for each assigned counseling hour.