

HUNTINGTON BEACH CITY SCHOOL DISTRICT

CLASS TITLE: COUNSELOR

DEFINITION:

Under general supervision, provide behavioral and academic counseling to students; assist students in understanding and seeking solutions to social, emotional, or academic problems and issues; serve as a resource pertaining to academic and student behavior management strategies, welfare and attendance problems and concerns; and other related functions as required. This position is directly responsible to the school principal.

REPRESENTATIVE DUTIES:

Meet with students and their parents to explain the academic and behavior records and the coursework and academic progress needed for satisfactory completion of middle school.

Perform individual and group counseling and guidance functions including academic career and vocational, and behavioral counseling.

Collect, organize, and analyze student information through the use of educational historical data, test results, and interview techniques.

Appraise student interests, aptitudes, and attitudes utilizing a variety of assessment strategies and techniques.

Serve as a resource to site and District personnel.

Assist in the administration and interpretation of standardized tests.

Meet, confer, and counsel with parents, and school personnel, in developing alternative solutions to student academic, social, and emotional problems and concerns.

Assist in the development and monitoring of individual education and 504 plans for students.

Assist in the planning, development, and implementation of master student academic program calendars.

Assist in identifying school program needs, and participate in developing school instructional programs geared to meet individual pupil needs.

Assist in the planning, development, and conduct of programs that enhance student educational opportunities.

Establish, maintain, and monitor the maintenance of a variety of files and records pertaining to student counseling, guidance, and related matters.

Assist in dealing with student behavior management programs, and in resolving welfare and attendance problems and concerns.

Counselor (continued)

Plan, develop, and present, as requested, a variety of reports pertaining to site counseling and guidance functions and activities.

Participate in district meetings and inservice programs as directed.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles, methods, techniques, strategies, and trends in educational, social and emotional adjustment counseling.
- Applicable and appropriate interest and achievement appraisal instruments techniques, and procedures.
- Social, emotional, and behavioral characteristics of adolescent students.
- Program evaluation and research techniques, strategies, and procedures.
- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests.
- Section 504 Plan and individual education plans.
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Technical aspects of field of specialty
- District organizational operations, policies and objectives
- Diverse academic, socio-economic, cultural, disability, ethnic backgrounds of District students

ABILITY TO:

- Assist students in effectively analyzing and developing alternative solutions to behavioral, education, social, and emotional problems and concerns.
- Conduct, analyze, and effectively utilize a variety of individual and group testing procedures and instruments applicable to student clients.
- Effectively deal with site and District personnel, parents, social and youth service agencies in resolving student problems and concerns.
- Effectively participate in the planning and implementation of school guidance and curricular programs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Understand and carry out oral and written directions
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Assign and review the work of others.
- Train and provide work direction to others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

Counselor (continued)

- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Observe health and safety regulations.
- Accept and carry out responsibility for direction, control and planning.

EDUCATION AND EXPERIENCE:

Any combination equivalent to the completion of an earned Master of Arts degree or higher in psychology, counseling, or guidance. Possess a valid California Pupil Personnel Services Credential authorizing service as a school counselor. Two years of successful public school counseling experience or three years successful classroom teaching.

Other Requirements:

Condition of Employment: Insurability by the District's liability insurance carrier.

LICENSES AND OTHER REQUIREMENTS:

Valid California Pupil Personnel Services Credential authorizing service as a school counselor
Valid California driver's license

WORKING CONDITIONS:

This position performs light work that involves sitting with some walking and standing for periods of time. This position may occasionally require moving or lifting up to fifty (50) pounds. This position requires accurate perceiving of sound; near and far vision; depth perception; mobility to reach and bend; dexterity in working with office machines and materials; and the providing of oral information and direction. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

The work environment is primarily at the school site. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee occasionally works in outside weather conditions. This position may demand meeting deadlines with time constraints.

10/2006