

Counselor, 6-8

Definition

The Counselor, 6-8 develops and oversees implementation of the 6-8 comprehensive guidance program for the school, which ensures all Covina-Valley students focus on age-appropriate personal, academic, and college or career goals. The Counselor, 6-8 is responsible to help students attain their maximum personal, social, and educational potential. The counselor will ensure that students enter high school ready to successfully meet high school graduation and four-year college eligibility requirements.

Essential Duties and Responsibilities

- Coordinates and participates in the delivery of educational, career, personal, social, and crisis counseling, planning, and services to all students in grades 6-8;
- Oversees a comprehensive assessment system for grades 6-8 which includes the facilitation of student participation and administration of required assessments, i.e., CST, SBAC, etc., and coordinates new and emerging assessment needs;
- Works collaboratively with the middle school principal to develop the master schedule and the planning of courses, which maximizes successful preparation toward high school transition;
- Collaborates with teachers and department chairs to determine appropriate course selection for students during the registration process and helps students select appropriate courses, which ensures preparation toward high school graduation transition;
- Registers and schedules all students in classes and screens all documentation of enrolling students;
- Interviews every student at least twice during the school year for the purpose of developing rapport, assessing the student's progress toward their academic plan and counseling students who may be off track, indicating academic difficulty, with course failures, or having disciplinary problems;
- Communicates and disperses information regarding four-year college education, career, financial aid, and personal-social information as related to the decision making needs of all students toward a four-year college-going culture;
- Collaborates with parents to develop a high school graduation and four-year college-going culture;
- Coordinates community outreach that optimizes parent engagement in preparing students for their futures;
- Develops an annual report for the principal regarding guidance services data, including academic achievement, sub-group achievement and progress and preparation for high school;
- Ensures students make the necessary progress required to be successful in the academic classes related to their educational and career goals;
- Assists students through crisis-type counseling to take responsibility in meeting the demands of school, adhering to school regulations, and how to handle school frustrations;

## Counselor, 6-8 - contd.

- Participates in the identification, placement, and review of students placed in special education and English Learner programs;
- Provides limited personal counseling to students upon request and assists them in locating community resources where appropriate;
- Engages in professional development and continuing education experiences to maintain the highest possible level of professional knowledge and skills;
- Carries out other duties and responsibilities as directed;
- Documents all formal counselor/student interactions;
- Maintains records, confidentiality, and interpretation, as well as prepares and releases appropriate information, transcripts, and recommendations;
- Adheres to policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations.

## Qualifications

### Required Training and Experience:

- A bachelor's degree as well as a credential authorizing service as a counselor or enrollment in and making adequate progress towards acquiring a credential authorizing service as a counselor as determined by the District;
- Experience required for the credential.

### Preferred Training and Experience:

- A credential authorizing teaching in an elementary or secondary school;
- Training beyond credential requirements in guidance, counseling, and psychology;
- Teaching or counseling experience;
- Leadership and management skills;
- Experience in the administering of individual and group tests and in interpretation of them to students, teachers, and parents.

### Knowledge of:

- Student teaching and learning at various grade levels.

### Ability to:

- Communicate well, both orally and in writing;
- Assist in the development and implementation of the school program of research, evaluation, and pupil personnel services;
- Establish and maintain cooperative and effective working relationships;
- Assist students in making appropriate decisions regarding their educational or vocational goals;

Counselor, 6-8 - contd.

- Assist students toward maximum effectiveness by recommending programming to meet their needs and by developing a failure prevention program;
- Effectively partner with students, parents, and staff to facilitate student learning to ensure not only successful completion of elementary and middle school requirements, but facilitate information to share in regards to high school graduation requirements, A-G requirements, and college and career readiness.