

Counselor, 9-12

Definition

The counselor develops and oversees implementation of the 9-12 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 is responsible to help students attain their maximum personal, social, and educational potential. The counselor will ensure that students meet 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 9-12;
- Coordinates the college and career planning process and a placement of all students through a four-year high school plan that ensures college eligibility;
- Oversees a comprehensive assessment system for grades 9-12, which includes the facilitation of student participation and administration of required assessments, i.e., the PSAT, AP, and the SAT, and coordinates new and emerging assessment needs;
- Works collaboratively with the high school principal to develop the master schedule and the planning of courses, which maximizes college and career readiness of all students;
- 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 four-year college eligibility;
- Registers and schedules all students in classes and screens all documentation of enrolling students;
- Interviews every assigned student during the school year for the purpose of developing rapport, assessing the student's progress toward their four-year plan and to counsel students who may be off track, indicating academic difficulty, students with course failures or having disciplinary problems;
- Coordinates the use of an electronic tool for all high school students, which includes college and career exploration, interest inventories, applications, letters of recommendations, resumes, and college and career preparation to ensure all students have post-secondary plans related to abilities, qualifications, and future goals for a variety of educational programs and careers;
- Maintains the continuing development, interpretation, and dispersal of four-year educational, career, financial aid, and personal-social information as related to the decision-making needs of all students;
- Collaborates with parents to ensure college and career readiness in planning, monitoring, and modifying four-year plans. Promptly communicates with parents when students are off graduation requirements or the A-G pathway;
- Coordinates community outreach that optimizes parent engagement in preparing students for their futures;

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- Develops an annual report for the Principal regarding guidance services data, including graduation rates and progress meeting a-g eligibility targets by grade-level;
- Ensure students make the necessary progress required to be successful in the academic and CTE 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 handling of school frustrations;
- Participates in the identification, placement, and review of students placed in special education and EL programs;
- Assists students with job references and scholarship applications;
- Provides limited personal counseling to students upon request and assists them in locating community resources where appropriate;
- Coordinates and develops the scholarship program;
- 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;
- Responsible for records maintenance, confidentiality and interpretation, as well as the preparation and release of appropriate information, transcripts, and recommendations;
- Adheres to the 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 that is 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;
- Classroom teaching experience at the secondary school level;
- Experience in counseling secondary school students;
- Experience in the administering of individual and group tests and in interpretation of them to students, teachers, and parents.

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Knowledge of:

- Teaching and learning of high school students;
- High school organization;
- Management;
- Counseling and leadership skills;
- Curriculum pertaining to ninth through twelfth grade students.

Ability to:

- Communicate well, both orally and in writing;
- Assist in the development and implementation of the school program of research, evaluation, and student services;
- Establish and maintain cooperative and effective working relationships;
- Assist students in making appropriate decisions regarding their educational or vocational goals;
- Assist students toward maximum effectiveness by recommending programming to meet their needs, and by developing a failure prevention program;
- Experience guiding students through all the exciting challenges of high school;
- Work closely with students, parents, and staff to ensure not only successful completion of high school graduation requirements, but also the A-G requirements, and college and career readiness.