CHICO UNIFIED SCHOOL DISTRICT
SECONDARY COUNSELING ASSISTANT
(Formerly Elementary Guidance Specialist)

DEFINITION
Under direction of site administration or designee, schedules students into appropriate classes that meet the post-secondary goals of the student. Is knowledgeable in or capable of learning high school graduation requirements, Career Technical Education programs and college entrance requirements (A-G requirements) and is able to communicate these requirements to students. Schedule and advise students into appropriate classes to meet their post-secondary goals.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
• Register students for appropriate classes under the direction of the counselor.
• Adjusts, as needed, a student’s class schedule to meet the needs of the student.
• Reads and interprets transcripts in order to enroll and schedule students in appropriate classes that meet graduation, Career Technical Education, and/or college entrance requirements under the direction of the counselor.
• Identifies students not meeting District graduation requirements and reports to Counselor.
• Assumes responsibility for the accurate maintenance of student records.
• Is aware of and informed about all available academic programs offered to be able to discuss and advise students in regards to appropriate enrollment and scheduling.
• Assist in evaluating student progress in a wide variety of skills; report progress regarding student performance and behavior.
• Assist in screening and assessing students.
• Communicate all matters of importance to site administrator or designee; communicate important information to parents when so directed.
• Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
• Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
• Child development theory and principles.
• Basic subjects taught in schools.
• English usage, spelling, grammar and punctuation.
• General needs, learning styles and behavior of children.
• Simple record keeping procedures.
• Basic techniques to motivate students and manage student behavior.
• Safe work practices.
• Reading, language development, and mathematics equivalent to high school competencies.

Skill to:
• Work comfortably with a computer including keyboarding skills.
• Appropriately and comfortably talk and relate to secondary age students.

Ability to:
• Learn child guidance principles and practices.
• Learn the procedures and functions necessary to perform assigned duties.
• Learn instructional terminology, program philosophies, concepts, materials, methods and procedures.
• Learn active listening skills.
• Effectively work with individual students.
• Interact effectively and sensitively with individuals from diverse backgrounds.
• Recognize potential of students and encourage their participation in educational programs and activities.

• Read, write and understand the English language.
• Maintain confidentiality of student and school information.
• Demonstrate an understanding, patient and receptive attitude toward children.
• Understand and follow oral and written instructions.
• Communicate clearly and concisely, both orally and in writing.
• Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**
• Some experience working in an organized education or childcare setting is desirable.

**Training:**
• Equivalent to the completion of the twelfth grade. Supplemental specialized training in child development, education or a related field is desirable.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*
• Ability to work in a school site environment.