CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928
(530) 891-3000, Ext. 142

JOB DESCRIPTION
SECONDARY COUNSELOR

Brief Description of Position
Acts as liaison between students, teachers and parents. Optimizes the learning of all students to enable them to use their learning effectively by guiding their education in a way that provides for the student's personal, social, vocational and educational aspirations.

Major Duties and Responsibilities
1. Educational
   a. Assumes the functional responsibilities for the registration of students.
   b. Approves course of study and class schedules for assigned students.
   c. Cooperates with the school registrar, assistant principal/instruction and data processing supervisor in the balancing of class loads and finalizing of student's schedule of classes.
   d. Adjusts, as needed, student class schedules to meet the needs of individual students.
   e. Assumes the responsibility for the interpretive evaluation and recording of students' incoming school transcripts.
   f. Assumes responsibility for interpretive evaluation and recording of students' on-going fulfillment of curricular and graduation requirements.
   g. Identifies students not meeting District interim or graduation requirement standards and conferences with students and parents regarding remediation strategies.
   h. Counsels with parents and students regarding individual student's progress.
   i. Assumes responsibility for the accurate maintenance of students' records.
   j. Prepares Honor Roll and Merit Roll lists for each grade level.
   k. Meets with groups of students to discuss school graduation/promotion requirements; college and vocational plans,; school orientation and class selections, as time provides.
   l. Administers, interprets and utilizes State standardized tests and their results.
   m. Administers, interprets and utilizes other tests as needed.
   n. Arranges for homework assignments for students with prolonged absences.
   o. Assumes the responsibility for the arrangements of home teachers.
   p. Assumes the responsibility for assessment, parent consultation, report writing, vocational counseling and attendance at IEP meetings for students referred to special education.
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2. Vocational
   a. Counsels with students and parents on problems relating to scholarships, vocational choices and pertinent test results.
   b. Makes studies of test data in relation to the progress and needs of individual students.
   c. Makes studies of test data in relation to the needs of the school.
   d. Is responsible for the preparation of letters of recommendation for students making such requests.
   e. Provides career guidance to students and their parents.
   f. Advises students about regional and in-school occupational programs.
   g. Assists students in developing marketable skills based on the latest job market surveys and projections.
   h. Participates in school and District studies to determine vocational curriculum needs of students.
   i. Assists in the dissemination of information to students and their parents about school occupational programs.
   j. Provides information and advice to students on proper methods of making job applications, and counsels with potential school dropouts regarding employment opportunities.

3. Social-Personal
   a. Counsels with students and teachers in an attempt to prevent/solve discipline, attendance and learning problems.
   b. Assists in the arrangement of necessary conferences with students, parents and teachers.
   c. Assists in the development and implementation of school codes of behavior.
   d. Assists in the assignment of students to teachers.
   e. Helps prepare individual case studies for students needing special placement in supplementary education programs, i.e., LH, SED, Continuation and Opportunity programs.
   f. Makes recommendations for individual testing and referrals to District psychologist.
   g. Coordinates with doctor/nurse the placement of qualified students into programs for physically handicapped students.
   h. Refers students and parents to appropriate social agencies when needed.
   i. Confers with juvenile courts, police officials and probation officials as necessary.
   j. Arranges and participates in conferences with parents and teachers.
   k. Assists in the placement of students with college tutors, big brothers/sisters and college counselors as needed.

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Other Duties and Responsibilities
   1. Assists in the preparation of data processing cards for students.
2. Assists in campus supervision as designated by building principal.
3. Represents the school at district, county and college orientation meetings pertaining to guidance.
4. Assists with the inservice training program for the certificated staff.
5. Assists in liaison with community groups.
6. Assists in the development of programs of study based upon the needs of others.

**Supervision Exercised and Received**
Under the immediate direction of the site administrator/designee.

**POSITION QUALIFICATIONS**

**Minimum Qualifications**
1. **Credential** Any valid credential issued by the State of California authorizing service as a school counselor.

2. **Education** Bachelor's degree, including all courses needed to meet credential requirements.

3. **Personal Qualities** Appearance, grooming, and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher. Must have a friendly, outgoing personality, with particular emphasis on diplomacy and tact. Must have more than superficial understanding of the needs of adolescents. Must have tolerance for the youth who need several opportunities to adjust successfully to the school situation. Must possess knowledge of school and District policies, including the courses of study.

August 1990