

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION FOR

COUNSELOR, Elementary, Middle or High School

- I. This position description shall apply to all certificated personnel holding the position titled School Counselor (@ Elementary, Middle, or High School).
- II. Qualifications
 - A. Credential shall meet or exceed the minimum required by law.
 - B. Shall be knowledgeable of and demonstrate the ability to implement The National Standards for School Counseling Programs in the execution of counseling duties and activities.
- III. Duties and Responsibilities
 - A. Shall be responsible to the Principal or the Principal's designee.
 - B. Shall be responsible for:
 1. Implementing The National Standards for School Counseling Programs in meeting all students' academic, college, career, and personal/social needs and goals.
 - a. Providing all students, especially all sub-groups of students, with a challenging and rigorous course of study which leads to the completion of California's college A-G requirements.
 - b. Facilitating and promoting equity among all students and especially all subgroups of students in terms of higher education readiness and college applications.
 - c. Executing department activities which assist all students in determining their aptitudes, abilities, and interests, and assisting students in planning for college, careers, and/or meeting post high school goals.

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- d. Providing individual and group counseling services, including, but not limited to, 10th grade counseling, and outside student mental health referral processes.
2. Providing counseling department assistance to school staff, parents, and community agencies.
3. Implementing and executing department programs and activities to assist school staff and parents in the delivery of strategies consistent with meeting student needs.
4. Maintaining, interpreting, and reporting of student test data and records to students, parents, school/district staff, and authorized agencies.
5. Executing a regular and effective progress monitoring and/or graduation check process which identifies student needs early, responds to those needs in ways that include, but are not limited to: facilitating make-up credits and/or classes, connecting students to academic and non-academic support systems, and regular progress notifications to students and parents.
6. Collecting and maintaining counseling data and submitting periodic reports related to the operation and effectiveness of counseling programs and activities.
7. Create and promote a college going culture by regularly disseminating information to students, parents, school staff, and/or community agencies regarding: scholarships, awards, college admissions, testing, financial aid, school-to-work, high school extra-curricular activities, and all other important student related counseling items.
8. Assuring the counseling department's active participation in the development, implementation, and support of the school plan.

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9. Effectively and efficiently using the services of the school office staff to support counseling activities.
10. Maintaining a professional and cooperative working relationship with school staff, district staff, parents, students, and community members.
11. Adhering to all school procedures, district procedures, Board Policies and Administrative Regulations, California Education Codes, and federal/state mandates.
12. Such other related tasks as may be assigned by the supervisor and/or district staff.