



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

Position: **College and Career Counselor**

Classification: Certificated

Work Year: 185 days + 15 extended work days

Reports to: Site Administrator & Coordinator-Counseling

Salary: Certificated Salary Schedule

+15% or 20% depending on extended work schedule

DEFINITION: Under the direction of the site administrator and supervision of the Coordinator of Counseling, College, and Career, counselor shall provide: guidance and counseling services; instruction/in-service to students and staff; and other responsibilities as assigned. This position has a specific focus on academic success through career/college pathways or programs of study.

ESSENTIAL FUNCTIONS: *This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

- Meet with freshmen to develop academic plan to promote college and career goals
- Meets with all 8th graders to identify pathways and course of study
- Facilitate career fairs at both middle and high school levels
- Assist I college application process, financial aid, and job placements
- Formulate academic plan with each student on their caseload
- Maintain/update academic plan for pathways/programs of study students
- Assist in establishing communication with incoming students and current students with regard to pathways and program of study
- Parent Night coordination with college and career readiness focus
- Assist in transition of incoming students
- Crisis counseling as needed
- Monitor student's academic progress
- Assist in monitoring attendance patterns
- Maintain communication with parents, students, and staff on issues regarding pupil progress
- Provide guidance services outside the instructional day at a mutually convenient time
- Maintain a graduation review on all students and inform parents/guardian and student of deficiencies for graduation

Secondary Responsibilities

- Provides information, orientation, and coordinates scheduling of all students
- Administers, diagnoses, and interprets individual and group test data to students, parents, and staff
- Counsel students on career planning and provides appropriate information on post-high school options using educational and vocational assessment
- Provides and maintains appropriate information regarding colleges, universities, technical/vocational programs and their requirements
- Makes appropriate referrals for specialized services within the school district and with outside agencies, in the fields of health, personal, and social adjustment and career advisement
- Responds to staff and community concerns with the students' best interest in mind
- Serves as a member of the IEP team.
- Manages assigned student caseload



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

KNOWLEDGE AND ABILITIES:

- Knowledge of appropriate guidance and counseling skills, techniques and programs including academic, career, personal, social, and educational, etc., as related to the high school.
- Ability to cooperate with other staff members by:
 - Working harmoniously and cooperatively with other
 - Demonstrating willingness to assist colleagues
 - Participating constructively in school and district meetings and in-service sessions
 - Making suggestions in a constructive, helpful manner
- Ability to demonstrate effective professional improvement by accepting and implementing constructive criticism; participating in district in-service trainings and implementing the training in the employee's assignment; participating in professional improvement activities as needed, to strengthen performances
- Ability to submit reports and records by deadlines
- Ability to comply with Board Policy, Administrative Regulations and administrative directives
- Ability to maintain open communication with supervisor
- Ability to cooperate and assist with the administrative staff regarding attendance procedures
- Ability to cooperate and assist with the administrative staff regarding the planning of curricular programs to meet the needs of students
- Ability to perform other duties as assigned by the school principal or his/her designee
- Ability to achieve goals established in the annual fall planning process

EDUCATION AND EXPERIENCE:

- Three (3) years of experience in an education setting
- Three (3) years of experience as a credentialed teacher (preferred)

LICENSES AND OTHER REQUIREMENTS:

- Master's Degree
- Valid California PPS Credential
- Valid California Driver License

ENVIRONMENT:

- Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment.

Created 9/2015

Retyped 1/26/2021