



# PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

## Job Description

Title: Counselor – Middle School

Reports to: Site Administrator

Classification: Certificated

Work Year: 185 days + 10 extended work days

Salary: Certificated Salary Schedule +  
15% or 20% depending on extended  
work schedule

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**BASIC FUNCTION:** Under the supervision and direction of site administration, counselors shall provide guidance and counseling services and instruction/in-service to students and staff and other responsibilities as assigned.

**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. Duties may include, but are not limited to, the following:*

- Monitors students' academic progress
- Develops and implements appropriate plans of action
- Serves as a member of the guidance council and follow through on referred students.
- Meets with students for personal, educational, social and/or career counseling.
- Conferences with students and their parents to develop plans and make decisions that foster personal and school success
- Provides families with resource information as needed
- Conducts group counseling/guidance activities in areas of need
- Provides crisis counseling as necessary
- Consults with parents and teachers to promote cooperative efforts in meeting student's needs
- Assists in the orientation and scheduling of new students
- Coordinates efforts with other guidance personnel at the elementary and high school level to provide articulation
- Assist with student body activities, school programs, and supervision of students.

### PHYSICAL REQUIREMENTS:

Ability to see for purposes of reading policies and printed material. Ability to understand speech at normal levels in person or on the telephone. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Ability to operate necessary equipment including computers and computer software with dexterity. Ability to occasionally lift/carry supplies, materials and equipment weighing 35 pounds. Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

### WORKING CONDITIONS:

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

### KNOWLEDGE AND SKILLS:

Knowledge of: appropriate guidance and counseling skills, techniques and programs, including academic, career, personal, social, educational, etc. as related to high school



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### **ABILITIES:**

Ability to: Cooperate with other staff members; demonstrate effective professional improvement; submit reports and records by deadlines; comply with Board policies, administrative regulations and administrative directives; maintain open communication with supervisor; perform school and district committee assignments and supervise extra-curricular and adjunct duties as prescribed by the district; achieve goals established in annual fall planning process; complete other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

- Master's Degree and Pupil Personnel Services Credential
- 3 years' experience in an educational setting
- 3 years' experience as a credentialed teacher preferred

### **LICENSES AND CERTIFICATES:**

- Valid California Driver's License
- Master's Degree
- Pupil Personnel Services Credential

*Revised 3/2016*

*Retyped for formatting 1/2021*