

VALLEJO CITY UNIFIED SCHOOL DISTRICT
Human Resource Services
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION
SCHOOL COUNSELOR

Title:	School Counselor	Reports To:	School Site Principal or Designee
Department:	Academic Achievement & Accountability (AAA)	Work Year:	193 Days per year
Classification:	Certificated	Salary:	See Certificated Salary Schedule
Date Approved:	January 2007		

DESCRIPTION OF POSITION:

Under the supervision of the School Site Principal, the School Counselor assists students individually and in groups with their educational, social, and personal growth.

REPRESENTATIVE DUTIES:

- Plan and counsel jointly with pupils, parents, counselors, and teachers to provide for the optimum educational development of the student. E¹
- Plan jointly with administration, teachers, and other appropriate staff members for the educational program of the school. E
- Refer cases to school departments and/or community agencies. E
- Work cooperatively with counselors and other school personnel on all educational levels. E
- Confer with parents. E
- Evaluate records of students. E
- Provide information to appropriate school personnel and community agencies. E
- Maintain accurate records of students' educational progress. E
- Assist in the administration of testing programs. E
- Write recommendations. E
- Participate in conferences and other meetings. E
- Act in an advisory capacity to administration as needed. E
- Other related duties as assigned.

EDUCATION AND CREDENTIAL REQUIREMENTS:

- Appropriate credential as required by the District and the State for the position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrates respect and concern for students, parents, other staff and administrative colleagues.
- Open-mindedness, fairness, consistency, sense of humor and emotional stability are all important qualities.
- Must have the ability to make decisions and perform on the job according to district standards.

¹ Essential duties as required by the American Disabilities Act

ENVIRONMENT: School and Office.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2);
Intermittently - up to 50% of shift (3), Frequently - up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	2	Lift/carry 0-10 lbs	3
Twist	2	Lift/carry 11-25 lbs	3
Squat	2	Lift/carry 26-40 lbs	2
Kneel	2	Lift/carry 41-100 lbs	1
Climb	2	Stand	4
Reach above shoulder	3	Walk	4
Grip/Grasp	3	Sit	4
Extend/Flex Neck	3	Drive	1
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	4
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is compliant with ADA requirements.

Approved by: Reynaldo Santa Cruz
Reynaldo Santa Cruz, Assistant Superintendent of HRS

Date: 2/15/07