

CERTIFICATED

COUNSELORS

The school counselor's responsibilities, under the supervision of the building principal, encompass educational/vocational and personal/social concerns of students, parents and staff. These concerns are handled by counselors in individual and group settings.

The Counseling Processes Are:

1. Consultation and referral.
2. Gathering and interpreting data.
3. Decision making, problem solving and behavior modification.
4. Follow-up and evaluation.

Specialized Job Functions

1. The counselors will be responsible for the following activities:
 - a. Assisting all seventh grade students in group counseling or individual sessions to begin to assess their aptitudes, interests, and abilities as they relate to their high school plans.
 - b. Assisting all eighth grade students with their projected, tentative four-year program as it relates to goals, interests, and aptitudes, high school graduation requirements, major-minor sequences, and possible post-high school demands, if any.
 - c. Assists counselees, assigned to him, to review, at least once a year, his/her school program as it relates to the counselees goals, interests and deficiencies and, when necessary, contact parents.
 - d. Assists counselees, assigned to him, to review, at least once a year, his/her school program as it relates to the counselees goals, interests and deficiencies and, when necessary, contact parents.
2. Performs personal counseling as per counselee need.
3. Assists incoming students, assigned to him, in completing his school enrollment, program selection, and orientation to the school.
4. Assists each counselee and his parents, as per need, in interpreting test results, school programs, vocational and academic opportunities.
5. Supervises the counselor's secretary in the acquisition and maintenance of each counselee's cumulative record.
6. Performs counseling relating to drug abuse problems when needed.
7. Assists each counselee, as per need, in developing a sound and rational basis for decision making.

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8. Serves as a pupil personnel resource person and consultant to the staff, parents and community.
9. Serves on school and district committees, which relate to student welfare, curriculum development and evaluation.
10. Facilitates referrals to appropriate agents or agencies for students and parents.
11. Continuously evaluates program priorities and counselor time utilization.
12. Performs other duties, in the best interests of the students, as assigned by the principal.