

Farmersville Unified School District
JOB DESCRIPTION

JOB TITLE: Secondary School Counselor

DEFINITION:

To assist with the management of the school in all programs as assigned under the direction of the principal. Special emphasis will be given to those activities related to providing guidance and assistance to students.

ESSENTIAL DUTIES:

- Provide guidance and assistance to the students.
- Assist in the development of the master schedule.
- Confer with parents, pupils and/or teachers in matters regarding student progress; assists students in realizing their accountability to the school and society with respect to laws and standards relating to discipline and attendance.
- Responsible for individual and group counseling of students in the areas of school, family and social adjustment.
- Assist in general supervision of student conduct on or off campus in school-supervised activities.
- Work with the director of student activities in the organization and execution of various student activities.
- Responsible for providing assistance to incoming students and their parents for educational and other needs.
- Coordinate site testing; interpret individual assessment results and group test scores to pupils, parents and school personnel.
- Participate in IEP, Student Study Team meetings, etc.
- Plans student class schedules to facilitate career goals.
- All other related duties as requested by supervisor.

QUALIFICATIONS:

- Appropriate Pupil Personnel Services Credential

Board Approved: March 26, 1996