

Farmersville Unified School District

JOB DESCRIPTION

JOB TITLE: Supplementary School Counselor

DEFINITION:

Under the general supervision of the Secondary Principal, this position will provide for supplementary counseling, guidance and pupil personnel services.

ESSENTIAL DUTIES:

- Works with other counselors and administrators to identify students who are academically at-risk and provide appropriate services to these students.
- Provides educational, career, and personal/social counseling in a way to insure opportunities for students.
- Works cooperatively with regular school counselors/administrators to assess student needs and develops appropriate programs and services to meet those needs.
- Plans student class schedules to facilitate career goals.
- Counsels with students individually and in groups.
- Maintains case study and/or student profile information.
- Works with parents in various parent involvement activities in order to support the student educational program.
- Be a liaison between the home and school.
- Works with colleges/universities in providing services, visitations, and opportunities for enrollment thereby furthering educational opportunities for students.
- Identifies and supervises work-study positions.
- Utilizes all district and community resources to complement students' educational programs.
- Makes special efforts to develop unique counseling techniques and supportive services.
- Articulates the supplementary counseling activities with other school programs.
- Assists in the identification of gifted and talented special needs students.
- Develops programs to curb high incidence of dropping out, gang activity of students.
- Plans student class schedules to facilitate career goals.
- Provides supervision of students during the school day and on and off campus student activities outside the regular student day.
- Consults with teachers to develop strategies for insuring successful student performance.
- Involved in orientation and registration of new students.
- Works with community agencies and organizations.
- Assists in the development of the Master Schedule.
- Other duties as assigned by the principal or his/her designee.

QUALIFICATIONS:

Education

- Appropriate Pupil Personnel Services Credential

Experience:

- Three years classroom teaching or counseling experience preferable.

Ability To:

- Work cooperatively with parents, community, staff, and students.
- Keep up to date and accurate student records.

Desirable:

- Experience in school system setting.
- Ability to read, write, and interpret Spanish

LICENSES, CERTIFICATIONS AND/OR TRAINING:

- Valid California Drivers License
- Criminal Justice fingerprint clearance

Board Approved: October 24, 2006