CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: School Counselor/Guidance and Learning Director (GLD), Gr. 7-12
Salary Grade: Appropriate Placement on the Administrative Salary Schedule
Salary Schedule: Administrative Management
Department: Varies
Reports to/Evaluated by: Appropriate Administrator
FLSA: Exempt

SUMMARY To assist the Grades 7-12 Administrative Team with leadership, supervisory, and administrative skills to achieve and maintain standards of excellence in the curricular areas so that each student receives the greatest academic and personal benefit from the learning experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the design and implementation of the master schedule.
- Assists the Grades 7-12 Administration Team in formulating and evaluating procedures of selection and registration whereby individual students develop educational plans and are enrolled into subjects of their choice which meet the needs of their educational plans at the appropriate level.
- Serves as a liaison with administration and school personnel in order to assist them in making just decisions regarding the pupils.
- Promotes beneficial school, parent, and community relationships by means of parent conferences and reports concerning pupils.
- Assists the learning director in developing curriculum and interpreting same to students, parents, and members of the community.
- Assists in the planning and implementation of staff development.
- Assists the Grades 7-12 Administration Team with responsibility for the discipline and attendance of students as assigned.
- Assists in the development, coordination, and supervision of student activities.
- Assists in day-to-day supervision of students and in the development of teacher supervision schedules.
- May assist with teacher observations as assigned.
- May assist with the classified employee evaluation process as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

- **Knowledge of:** Not specified in original document (typically includes secondary curriculum development, school administration, master scheduling, and staff supervision/evaluation procedures).
- **Ability to:** Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of support functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to solve complex problems requiring considerations of short and long-range implications. Requires the ability to communicate effectively in written and oral formats.
- **Education and Experience:** Requires a Bachelor's degree and three to five years of experience as a teacher, or equivalent. A California Administrative Services Credential is required.
- **Working Conditions:** Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations.