

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: District Lead Counselor

Salary Grade: Management

Salary Schedule: Admin. Mgmt.

Department: Curriculum Instruction & Accountability

Reports to/Evaluated by: Administrator, CI & A

FLSA: Exempt

SUMMARY

Oversees the CUSD counseling service program and is responsible for providing, organizing, and assisting counselors throughout the district for all 7-12 students. Supports and provides resources to individuals at the school sites to assist in meeting the needs of students.

DISTINGUISHING CAREER FEATURES

Serves as the district-wide lead for secondary counseling services, bridging communication between site counselors, district administration, and higher education partners. This role requires advanced expertise in guidance program management, course maintenance, data interpretation, and staff development coordination across intermediate and high school sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee and manage the CUSD counseling program including all Intermediate and High School Counselors.
- Act as a liaison with the various district departments within/outside CI & A.
- Coordinate with other district staff regarding registration process and summer school information for the district.
- Oversee CUSD course maintenance (e.g., new course submission process, A-G submission of new courses, maintain proper CALPADS assignments, etc.).
- Remain current on graduation/post-secondary requirements.
- Maintains liaison with school site administration and other school personnel in order to assist them in making decisions regarding pupils.
- Promote communication venues for staff, parents and community regarding relevant counseling information including a College Readiness website.
- Collect and interpret testing data for the district.
- Work with local community colleges and other 4-year universities on dual enrollment opportunities.
- Assists in the planning and implementation of staff development for the district.

Board Approved 12.08.23

- Perform other related duties as assigned.

QUALIFICATIONS

- Knowledge of: District counseling program structures, secondary graduation and post-secondary requirements, A-G course submission processes, CALPADS assignment rules, and dual enrollment frameworks with post-secondary institutions. Requires knowledge of educational testing data collection, staff development strategies, and effective communication platforms for parents, staff, and the community.
- 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 communicate, organize, train and staff. 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 experience as a school counselor with 5 years of progressively responsible experience and oversight of counseling services at the secondary level. Must hold a valid California Pupil Personnel Services Credential in School Counseling and an Administrative Credential.
- Working Conditions: Requires ambulatory ability to move to different offices and school locations. Requires sufficient visual acuity to recognize words and numbers, as well as speech and auditory abilities to carry on conversations in large audiences, personal settings, and over the telephone. Work is performed in a typical office and school site environment.