
Position:	School Counselor, Guidance and Learning Specialist Gr. 7-12	FLSA:	Exempt
Department/Site:	Varies		
Reports to/Evaluated by:	Appropriate Administrator	Salary Schedule:	Admin. Mgmt.

SUMMARY

To help students overcome problems that impede learning and to assist them in making educational, occupational and life plans that hold promise for their personal fulfillment as mature and responsible adults.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the design and implementation of the master schedule.
- Assists the Learning Director 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.
- Assists the teacher-counselor in making appropriate changes in pupils schedules when necessitated by just cause.
- Provides assistance to teachers including case conferences relating to the needs of the pupils.
- Provides information to students regarding colleges, scholarships and tests needed for entrance to institutions of higher learning.
- Maintains 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 conference and reports concerning pupils.
- Interprets test results to students, teachers and parents.
- Coordinate articulation activities with feeder schools, including orientation and preregistration.
- Assists in the planning and implementation of staff development.
- Review student conduct referrals and take action appropriate to the offense.
- Assist in the development, coordination and supervision of student activities.
- Assist in day to day supervision of students and in the development of teacher supervision schedules.
- Perform other related duties as assigned.

QUALIFICATIONS

Licenses and Certificates: Pupil Personnel Services Credential-School Counseling