CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: School Counselor/Guidance and Learning Specialist, 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 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 conferences 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

- **Knowledge of:** Not specified in original document (typically includes counseling principles, master scheduling, college/career readiness requirements, and student support 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. Requires a Pupil Personnel Services Credential–School Counseling.
- **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.