

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: School Counselor, Guidance Learning Director 7-12**

**Salary Schedule: Administrative Management**

**Department/Site: Varies**

**Reports to/Evaluated by: Appropriate Administrator**

**FLSA: Exempt**

### **SUMMARY:**

The School Counselor delivers a data-driven, comprehensive school counseling program aligned with the American School Counselor Association (ASCA) National Model. The program supports the academic, college and career, and social-emotional growth of all students through a multi-tiered, multi-domain system of support (MTMDSS). Counselors provide preventive and proactive services that promote equity, access, and success in alignment with district aims and site goals. In collaboration with staff, families, and community partners, school counselors serve as leaders and advocates to maximize every student's potential and achievement.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan, implement and evaluate a data-driven, comprehensive school counseling program aligned with the ASCA National Model, site goals and district priorities.
- Establish annual agreements and calendars with administrators to align counseling goals with schoolwide improvement efforts.
- Communicate program services and outcomes to students, staff, families and community stakeholders.
- Deliver classroom lessons, individual student planning, and responsive services that promote academic, college and career, and social-emotional development for all students.
- Provide preventive and proactive support, respond to individual student needs through targeted interventions, and connect students and families with appropriate school and community resources.
- Collaborate with teachers, administrators, families, and community partners to enhance student learning and well-being.
- Advocate for equitable access to rigorous coursework, programs, and postsecondary opportunities.
- Participate on school and district leadership teams to contribute to systemic improvements and promote a positive, safe and inclusive school culture.

- Collect, analyze, and utilize data to identify student needs, close achievement gaps, set measurable goals, monitor interventions, and evaluate outcomes.
- Conduct annual program audits and share results with stakeholders to promote accountability and continuous improvement.
- Serve as an advocate for students, ensuring their voices are represented in decision-making and barriers to success are addressed through collaborative problem-solving.
- Build strong partnerships with community agencies, higher education institutions, and workforce organizations to expand opportunities and supports for students and families.
- Uphold the ASCA Ethical Standards for School Counseling and engage in ongoing professional learning to remain current on best practices, emerging trends, and legal/ethical requirements.
- Develop, coordinate, and assess instructional programs.
- Develop, coordinate, and supervise student support services, including but not limited to extracurricular activities, pupil personnel services, health services, library services, and technology support services.
- Evaluate the quality and effectiveness of instructional services at the school site level.
- Perform other related duties as assigned.

## QUALIFICATIONS

**Abilities:** 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.

**Physical Abilities:** 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.

**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.

**Education and Experience:** Requires a Bachelor's degree and five years teaching experience or equivalent.

**Licenses and Certificates:** California Administrative Services Credential required.