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

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 conference 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

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.

Education and Experience: Requires a Bachelor's degree and three to five years experience as a teacher, or equivalent.

License(s) and/or Credential: A California Administrative Services Credential is required.