

# Corning Union High School District

## Job Description

### School Counselor

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Also known as: College and Career Readiness Specialist

**Definition:** Under the supervision of CUHSD Administrator over the Counseling Department provide counseling and guidance services, develop and present college and career information to all stakeholder groups.

**Essential Duties:** Demonstrate commitment to standards-based school counseling. Provide individual and group counseling to students in the areas of academic, personal/social and/or career; assist students with the decision making process regarding future personal and college/career plans; review student transcripts for four-year planning. Provide guidance and advisement to students regarding class selections /graduation/A-G/NCAA etc. requirements; identify and counsel students with special needs and behavioral, social and school adjustment problems. Provide counseling to families to assist students with school and social adjustment problems; conduct home visits as appropriate; provide crisis counseling services as needed. Refer students to social service and governmental agencies, support groups and other community resources as appropriate; consult with law enforcement agencies regarding students as necessary. Communicate with District personnel, school staff, parents, students and public agencies regarding student placement, referrals, services and related issues. Attend and participate in a variety of meetings; provide information concerning student progress; collaborate with other personnel in the development and implementation of student goals. Review and evaluate transcripts received from other schools to determine allowable credits. Assist students by providing information regarding trade and technical school, apprenticeship programs and military organizations; inform students of various skill training programs available. Prepare records and reports related to the assignment; prepare letters to parents, referrals and related documents; provide attendance counseling as needed. Change class schedules when necessary for appropriate placement. Develop and present counseling related materials for students, parents, colleagues. Utilize diagnostic and assessment testing procedures as appropriate; gather, organize and interpret data regarding students to teachers

and parents. Assist students in acquiring knowledge and skills which will assist them in their personal and social development. Operate a variety of office equipment including a computer and assigned software. Work independently with little direction. Meet schedules and time lines. Maintain confidentiality of sensitive and privileged information. Maintain records and prepare various reports. Establish and maintain cooperative and effective working relationships with others.

**Knowledge Skills and Abilities:** Have a working knowledge of a standards-based counseling program and the school counseling standards.

**Qualifications:** Hold a California Pupil Personnel Services Credential . In addition to holding a PPS Credential for School Counseling a Master's Degree is recommended.