



East Side Union High School District

830 North Capitol Avenue • San José, California 95133-1316 • 408-347-5000

Academic, personal and social success for each and every student.

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Job Title: Counselor

Description of basic functions and responsibilities:

The high school counselor brings to education knowledge and training in specialized fields, including growth and development of the student, testing and assessment, educational planning, the resources of the school and community, and career guidance and planning. The counselor helps pupils plan their high school programs and collects and disseminates to pupils and their parents information regarding school offerings, careers, and career training opportunities. The counselor, working within the department, consults with staff members on the needs of students as they relate to school and aids students and parents in resolving personal problems by direct intervention or by referral to appropriate agencies.

Major duties and responsibilities:

Personal Development

Counselors will meet with students who have referred themselves or who have been referred by others for counseling in personal and social matters to develop and implement, with the aid of the counselor, one or more actions to solve the problem.

Social Development

Counselors will provide incoming students with an orientation to the school and its programs.

Educational Development

Counselors will meet annually with their counselees on an individual basis to develop an educational plan which will provide normal progress toward graduation and established career goals or toward appropriate alternative programs.

Counselors will make student program adjustments and student instructional progress checks as requested or as needed

Counselors will conduct student/teacher/parent conferences as requested or as needed.

Counselors who agree to work during the summer will meet with incoming 9th grade students and their parents to review educational and vocational plans.

BOARD OF TRUSTEES: J. Manuel Herrera, Craig Mann, Patricia Martinez-Roach, Lan Nguyen, George Shirakawa.

It is the policy of the East Side Union High School District not to discriminate on the basis of sex, age, religion, race or national origin, sexual orientation, or handicapping condition in its educational programs and activities or in the recruitment and employment of personnel.

Counselors will hold a conference annually with each student who has been identified “at risk.” Parents will be urged to attend this conference which will be used to review graduation progress, specific educational plans and career opportunities.

Counselors will provide direct assistance to students in developing an appropriate schedule of high school classes for the following school year.

Counselors will inform students and parents annually of the students’ progress toward meeting graduation requirements.

Counselors will inform students and parents of special programs available to them, for example, special education, alternative programs and career oriented programs such as the academies, the Central County Occupational Center/programs, and work experience.

Counselors will invite parents of students who have failed one or more district competency tests to meet and develop a remediation plan. Parents of 11th and 12th grade students will be informed of the plan in writing if they are unable to attend the conference.

Counselors will provide students and parents with information about specific college admissions requirements, admissions tests and their interpretation, financial aid, and a full range of non-college, post-high school alternatives.

Counselors will offer to meet with students to provide interpretation of college admissions tests, academic achievement tests, aptitude tests, and interest inventories.

Counselors will meet with reclassified students about the ramifications of reclassification and to develop appropriate educational plans.

Counselors will meet with non-graduating senior to develop alternative plans for graduation or for other post-high school options.

Counselors will write letters of recommendation upon request.

Career Development

Counselors will interpret with each student the results of an interest inventory to be administered in grade 9 or when student enters the high school.

Miscellaneous

Counselors will attend school and district departmental meetings.

Counselors will assist with balancing class loads and with creating and deleting class sections.

Supervision exercised or received

Works under the supervision of principal or designate.

Minimum Qualifications

Valid California Teaching Credential preferred.

Appropriate pupil personnel credential.

Five years service as a teacher recommended.

Evaluation

Done consistent with the collective bargaining agreement.