

East Side Union High School District

Job Title: Head Counselor

1. BRIEF DESCRIPTION OF POSITION

The duties of the Head Counselor vary somewhat from school to school. The primary duty is to perform the same counseling tasks as that of any other counselor. The major and other duties listed below are those that a head counselor may be expected to perform.

2. MAJOR DUTIES AND RESPONSIBILITIES

- 2.1 Meets with guidance SAC and other head counselors and reports back to local guidance staff.
- 2.2 Calls and conducts meetings of local guidance staff with APED in attendance when possible.
- 2.3 Attends meetings of local school department chairpersons, and, where appropriate, reports back to guidance staff.
- 2.4 Represents the counseling staff at articulation and information meetings with parents, faculty and other groups.
- 2.5 Coordinates and/or directs major testing programs such as testing program, PSAT and others as directed.
- 2.6 Assists APED in conducting meetings between the guidance staff and various departments regarding curriculum problems.
- 2.7 Assists APED in planning and coordinating the scheduling of students for the following year, including joint planning with feeder schools.
- 2.8 Assists APEDs in analyzing, interpreting and using test results to make necessary adjustments in school program.
- 2.9 Assists APED in balancing class loads.
- 2.10 Makes, at direction of APED, counseling assignments.
- 2.11 Schedules and coordinates major guidance activities at local schools.
- 2.12 Provides formal and informal in-service help to new counselors.
- 2.13 Handles immediate counseling needs of students for all counselors when absent, off campus, or otherwise not available.
- 2.14 Supervises counseling files.
- 2.15 Screens incoming mail to guidance department and routes to appropriate counselor.
- 2.16 Supervises summer counseling.
- 2.17 Performs other duties as assigned by principal or designate.

3. OTHER DUTIES AND RESPONSIBILITIES

- 3.1 Screens and evaluates items for purchase.
- 3.2 Develops budget and assigns priorities.
- 3.3 Makes out all necessary request forms.
- 3.4 Maintains records of items ordered and items received.
- 3.5 Reports to guidance SAC on request.
- 3.6 Reports to local school administration on request.
- 3.7 Handles guidance department correspondence.

4. SUPERVISION EXERCISED OR RECEIVED

- 4.1 Works under supervision of principal or designate.

5. MINIMUM QUALIFICATIONS

- 5.1 Valid California teaching credential
- 5.2 Clear Pupil Personnel Services Credential for School Counseling
- 5.3 Three years service as a high school counselor recommended

6. EVALUATION

- 6.1 Annually by principal or designate

(Amended: Board of Trustees, 8/7 /74; 1/10/79)