

COUNSELOR

Definition:

Under the general supervision of the school principal, counsels students individually and in groups for the purpose of helping them in achieving self-understanding and self-respect, in meeting the demands of interpersonal relations and school expectations, and in setting goals and meeting achievement levels appropriate to those goals; serves in a liaison and resource capacity between teacher, parents, and students; and assists in the establishment and maintenance of good community/school public relations. The counselor is primarily responsible for the welfare and adjustment of the student. The counselor's responsibilities and activities are student-oriented.

Qualifications:

Credential

A valid California credential with appropriate authorization in counseling.

Experience

A minimum of two (2) years of teaching experience is required.

Personal Qualifications

Acceptability to those involved in selection of a candidate in terms of attitudes, philosophy, counseling skills, and relationships with students and colleagues.

Typical Duties and Responsibilities:

Implements the philosophy, goals, objectives, and policies of the District, as adopted by the Board of Education; adheres to the Code of Ethics, as stated in District policy; adheres to Article II, Purpose, of the Constitution of the Folsom Cordova Counselors Association and the Ethical Standards of the American Personnel and Guidance Association.

Students

- ❖ Conducts orientation for incoming and returning students.
- ❖ From a variety of data, establishes schedules for regular students and Special Programs students. After the last data run, hand schedules new students.
- ❖ Establishes new schedules for necessary schedule changes.
- ❖ Upon request, counsels with students regarding educational and personal problems.
- ❖ Orients, counsels, and provides an information service concerning educational goals and vocational opportunities.
- ❖ Provides college financial aid information service to graduating seniors.
- ❖ Orients and selects students for R.O.P. program.
- ❖ Writes recommendations for students required for college entrance, jobs, Scouts, etc.
- ❖ Assists in coordinating work experience program in high schools.
- ❖ Plans and provides a "College Night" for seniors to allow them to explore several possibilities.

COUNSELOR (continued)

Teachers

- ❖ Counsels students and makes home contacts at the request of the teachers.
- ❖ Provides information and suggestions on individual student problems.
- ❖ Upon request, assists and makes suggestions relative to curriculum and classroom control.

Testing

- ❖ Administers scholarship screening tests.
- ❖ Administers the prescribed District testing program for the school.
- ❖ Upon request, assists in test selection for teachers and administrators.
- ❖ Provides and interprets test results to teachers and students.
- ❖ Administers some individual tests for reading, math, and general placement and prescreening tests for Special Programs.

Parents

- ❖ Orients parents to the school's program.
- ❖ Orients to graduating requirements and college entrance requirements.
- ❖ Upon request, arranges and conducts parent-school conference.
- ❖ Refers parents to appropriate agencies for assistance.
- ❖ Counsels parents to assist in proper handling of their children.

Agencies Outside School Plant

- ❖ Assists the Department of Health Service in coordinating the AFDC free lunch programs and confers with welfare workers relative to this.
- ❖ Refers students and parents to private psychologist, doctors, and follows up on their findings.
- ❖ Confers with probation officers and completes information forms relative to students on probation.
- ❖ Coordinates home teaching placement and assignments at the school level.
- ❖ Arranges and attends conferences relative to Special Program students as directed by Psychological Services.
- ❖ Attends screening committee meetings relative to Special Program placement.

Board Approved: 8/15/1972