

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Counselor	Reports To:	Site Principal
Department:	School Operations	Classification:	Non-Management
FLSA:	Non-Exempt	Work Year	Ten (10) Months
		Salary:	Schedule A

I. DESCRIPTION OF POSITION

Under direct supervision of the site principal in collaboration with the Senior Director of Pupil Personnel Services, the counselor provides behavioral, educational, career and vocational counseling to students; serves as a resource pertaining to student behavior management strategies and welfare and attendance problems and concerns; and assists with creation of master schedule and programs individual students with appropriate academic schedules.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Performs individual and group counseling and guidance functions and activities, including career and vocational, and social and emotional adjustment counseling, and provides information and data to students concerning educational, career and vocational planning.
- B. Collects, organizes and analyzes student information through the use of educational historical data, test results and interviews.
- C. Establishes, maintains, monitors the maintenance of, and submits in a timely fashion a variety of files, journals, logs and other records pertaining to student counseling, guidance and related matters.
- D. Appraises student interests, aptitudes and attitudes utilizing a variety of assessment strategies and techniques.
- E. Assists in the planning, development and implementation of the master schedule, and programs individual students with appropriate academic schedules in the secondary schools.
- F. Serves as chairperson of the school's Student Success Team (SST), and assists in the development and monitoring of Individual Education Programs (IEP's) for students with exceptional needs.
- G. Assists in dealing with student behavior management problems, and in resolving welfare and attendance problems and concerns.
- H. Coordinates services for students and families.
- I. Serves as a resource to school personnel and members of the school community, and acts as a liaison between the school and outside agencies in making and following-up referrals.
- J. Assists in the planning, development and conduct of programs that enhance student educational, career and vocational opportunities, including speaker programs, student visitation programs and other related activities.
- K. Meets, confers and counsels with parents, school personnel and members of various youth-serving agencies in developing alternative solutions to students' educational, social and emotional problems and concerns.
- L. Assists in identifying school program needs, and participates in developing school instructional programs geared to meet individual student needs.
- M. Participates and assists in coordination of training and in-services for school site personnel.
- N. Follows a planned professional growth program, participates actively in local, state and national professional education and counselor associations, and studies local, state and national guidelines for effective counseling services.
- O. Performs related duties as assigned.

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III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California preliminary or professional clear Pupil Personnel Services credential, or enrollment in an accredited Pupil Personnel Services credential program which must be completed within one year of date of hire in this position.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Principles, methods, techniques, strategies and trends in educational, vocational, career, social and emotional adjustment counseling.
- B. A variety of individual and group testing instruments and procedures for assessing aptitudes, interests and achievement.
- C. Social, emotional and behavioral characteristics of adolescent and pre-adolescent students.
- D. Appropriate curricula and instructional programs for students with a variety of aptitudes and abilities.
- E. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Interpret, apply and explain rules, regulations, policies and procedures.
- B. Analyze situations accurately and adopt an effective course of action.
- C. Work cooperatively and effectively with students, parents, teachers and administrators.
- D. Meet schedules and timelines.
- E. Work independently with minimal direction.
- F. Plan and organize work.
- G. Demonstrate effective communication skills both orally and in writing.
- H. Use a computer.

V. WORKING CONDITIONS

Environment:

School site.

Physical abilities:

Hearing and speaking to exchange information and make presentations.

Approved by: _____

Date: _____

Dr. Jesse Gonzales, Superintendent

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.