CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California

**School Counselor**

**DEFINITION**

Under direction, provide educational counseling; help all students in the areas of academic, college/career and social/emotional development; serve as a resource pertaining to student behavior management strategies, and welfare and attendance concerns; and other related functions as required.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Assess, develop, implement, and evaluate a comprehensive school counseling program based on American School Counseling Association (ASCA) National Model.
2. Assist in the planning, development, and implementation of the weekly and annual school counseling calendar.
3. Develop SMART goals, and action plans/results report, and document contacts in Aeries.
4. Engage in professional development opportunities.
5. Perform classroom instruction;  school-wide activities, advisement and appraisal; individual and group counseling activities, including academic, college/career and social/emotional counseling; and provide crisis counseling.
6. Collect and analyze data to identify gaps in achievement, attendance, and/or behavior to develop goals and interventions to address students’ needs.
7. Assist students and families in understanding A-G, college admission, FAFSA, Dream Act, NCAA, and ASVAB requirements.
8. Collaborate and consult with families, teachers, administrators, community agencies, and education stakeholders for student achievement and success.
9. Collaborate with college/universities to facilitate a successful transition for students to postsecondary institutions.
10. Facilitate parent education workshops.
11. Collaborate with feeder school staff to support smooth vertical articulation.
12. Participate in meetings related to student success (i.e. SST, PBIS, 504, Leadership team)
13. Make referrals to appropriate school and community resources.
14. Apply legal and ethical principles based on ASCA Ethical Standards

**QUALIFICATIONS**

**Knowledge of:** ASCA professional and ethical standards; theories, techniques, strategies, and trends in educational counseling in the three domains (social-emotional, academic, and college/career); applicable and appropriate aptitude, interest, and achievement appraisal instruments, techniques, and procedures; local community agencies; behavioral and developmental characteristics of students; program evaluation, research methods, data collection and analysis; developmentally appropriate curriculum pertaining to students; positive behavior intervention and supports; social emotional learning; restorative practices; cultural proficiency; trauma-informed care practices, Section 504 Plan and individual education plans; post-secondary education requirements, application procedures, financial aid and scholarship opportunities, state and District educational program requirements, registration procedures, and academic and career and technical education.

**Ability to:** Assist students with educational, social, and emotional concerns; effectively collaborate with site and District personnel, parents, and community agencies; effectively participate in the planning and implementation of classroom or large group instruction; communicate effectively in oral and written form; understand and carry out directions both oral and written; establish and maintain effective organizational, public, and community relationships; comply with ASCA ethical and professional standards; comply with the District’s customer service standards, as outlined in Board Policy.

**Experience:** Two years of school counseling experience preferred and experience implementing the ASCA Model.

**Education:** Equivalent to the completion of an earned Masters or higher degree in counseling, psychology, or any related field.

**Certification Requirement:** Possess a valid California Pupil Personnel Services Credential authorizing service as a school counselor.

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