

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**HIGH SCHOOL COUNSELOR**

**DEFINITION**

Under direction, the counselor provides informational services to pupil and parents which assists the pupil in making appropriate decisions relative to educational and career goals. The counselor provides crisis counseling, conflict resolution, and other counseling and guidance services.

**EXAMPLES OF DUTIES**

- Coordinate and facilitate the Student Study Team.
- Work with teachers and students in a positive way to resolve potential behavioral problems.
- Plan and coordinate a school-wide program that addresses “at risk” students.
- Provide information to students and parents regarding post secondary education opportunities, college entrance requirements, scholarships and financial aid resources.
- Counsel with pupils and parents relative to college and career choices.
- Assist administration in planning and conducting inservice education for the classified and certificated staff in such areas as human relations and guidance.
- Coordinate the DATE program.
- Assist with guidance, academic advisement, and registration.
- Work closely with the school psychologist, College and Career Planning Center, and site guidance staff.
- Speak to classes as a resource person upon request.
- Provide assistance to classified and certificated personnel in the interpretation of the abilities and needs of pupils.
- Promote positive school, parent, and community relationships.
- Establish student groups on campus that address self-esteem, drug/alcohol abuse, and other student needs.
- Provide crisis counseling as necessary.
- Coordinate services provided by community agencies.
- Train and supervise students in conflict resolution.
- Assist with the functioning of the PAL program.
- Together with teachers, provide guidance, counseling, and career development activities for students who are members of special populations.
- Provide individual counseling related to students’ personal growth and relationships with others.

**QUALIFICATIONS**

**Knowledge of:**

School and District policies (including the District program of studies), counseling techniques, assessment interpretation, college admissions requirements, and sources of financial aid.

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### **Ability to:**

Demonstrate exemplary counseling and communication skills; understand and promote student development and achievement; facilitate transitions and counsel students toward the realization of their full educational potential; recognize, appreciate, and serve cultural differences and the special needs of students and families; demonstrate appropriate ethical behavior and professional conduct in the fulfillment of roles and responsibilities; develop, collect, analyze, and interpret data; demonstrate advocacy and leadership in advancing the concerns of students; organize and integrate the precollege guidance and counseling component into the total school guidance program; comply with the District's customer service standards, as outlined in Board Policy.

### **Experience:**

Successful experience in one or more of the following assignments is preferred: advisor, counselor, class sponsor, department chairperson, district counselor, district resource teacher, teacher on special assignment.

### **Education:**

Equivalent to the completion of an earned Master of Arts or higher degree in psychology, counseling, or guidance.

### **Certification Requirement**

Posses a valid California Pupil Personnel Services Credential authorizing service as a school counselor.