

**PIERCE JOINT UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

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**JOB TITLE: HIGH SCHOOL COUNSELOR**

**SALARY SCHEDULE:** Administrative  
**DEPARTMENT:** Pierce High School  
**REPORTS TO:** High School Principal

**LOCATION:** Pierce High School  
**BOARD APPROVED:** 5/19/2011

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**SUMMARY:** Under the general direction of the High School principal or his/her designee, guides each student toward the fulfillment of his/her academic potential and vocational pursuits.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for group and individual counseling procedures associated with student placement in regards to graduation and beyond.
- Collaborates with parents, teachers, administrators, and support staff in the development of counseling goals for students.
- Involvement in group and individual counseling to keep the students in good standing in all classes.
- Serves as a source of information for the students with respect to the school, home, and community.
- Administers and coordinates federal/state/local tests and interprets results to students, parents, and staff.
- Helps students become aware of all phases of post-secondary options.
- Collects and disseminates information to students and parents concerning school offerings, opportunities for further education, careers, and career training opportunities.
- Assists in the follow-up of student attendance irregularities when verified by the attendance office.
- Assists in establishing and coordinating student/teacher/counselor/parent conferences.
- Provides guidance to students with academic and/or vocational problems.
- Counsels students regarding school-related personal problems.
- Provides identification and referral services for students having emotional, health, and/or learning problems which are beyond the resources of the school.
- Responsible for student schedule changes and monitoring progress towards graduation, including transcript evaluations.
- Responsible for delivering accurate and relevant information concerning post-secondary options to students and parents.
- Responsible for letters of recommendation.
- Provides specific college information regarding entrance requirements, applications, scholarships, costs, tuition, financial aid, and testing deadlines.
- Coordinates visits by college representatives during the school day.
- Organizes and implement field trips to college campuses.
- Works collaboratively with School SST's, School Psychologist and other support personnel to ensure student success.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Valid California Pupil Personnel Services Credential with specialization in school counseling
- Valid California Drivers' License

**EDUCATION AND EXPERIENCE:**

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- Masters degree desirable
- Previous experience as a high school counselor desirable

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Effective practices for providing counseling services to students in school settings.
- Counseling techniques for school age children and adolescents, including principles and methods of individual and group counseling.
- Effective communication techniques, including conflict resolution.
- Laws, rules and regulations related to the provision of counseling services to students.
- Diversity within Pierce District including academic, socio-economic, cultural, disability and ethnicity backgrounds of students.

**Ability to:**

- Establish and maintain cooperative working relationships with school staff, families and members of other professional disciplines.
- Recognize a potential crisis and deliver appropriate crisis intervention services.
- Communicate effectively both orally and in writing.
- Maintain current knowledge of program rules, policies, regulations, requirements and restrictions.
- Accurately read, interpret, apply and explain regulations, policies and procedures to others.
- Operate a computer including database entry.
- Maintain confidentiality as appropriate for the position.
- Utilize strong organizational skills including maintaining accurate records.
- Operate a motor vehicle.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Bilingual (English/Spanish) highly desirable.

**PHYSICAL DEMANDS:** Sitting, standing and/or driving for extended periods of time to access school sites and meeting locations; Dexterity of hands and fingers to operate a computer keyboard, office and multimedia equipment; Good sensory abilities, including perceiving the nature of sound, near and far visual acuity and depth; Perception to observe and monitor student behavior in school settings.; Persons performing service in this position classification may need to exert 10-25 pounds of force to lift, carry, push, pull or otherwise move objects.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Due to the busy nature of a school, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff.

**\*\*EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB\*\***