



**Fremont Union High School District**

**Position: School Counselor**

**Department/Site:** School Site

**Reports to/ Evaluated by:** Assistant Principal

**Work Year:** Per CBA

### **Summary of Basic Functions & Responsibilities**

Under the supervision of an Assistant Principal, the School Counselor provides support services to students and their parent/guardian on their educational program; monitors academic success of all students; provides ongoing college/career and postsecondary planning guidance; appropriately identifies and assigns nationally recognized Tier 1 academic and socio-emotional interventions, support, and guidance. School counselors create a welcoming environment where all students are accepted regardless of background and equitable support systems to accommodate diverse student needs.

### **Essential Duties & Responsibilities**

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

- Provides direct guidance and counseling services which are relevant to the academic and personal development of students as related to their educational program
- Works with students to identify and plan for academic and career goals
- Collaborates with counseling teams and school/district administrators to plan and develop a robust four-year counseling program with guaranteed district content in the areas of Academics, Social-Emotional learning, and College/Career goals
- Builds personal relationships with students to learn their strengths, areas of growth, hobbies and interests in order to best support them with their academic and post-secondary planning
- Identifies individual students and student groups who need academic interventions and assigns necessary tiered support
- Collect relevant data in order to conduct Student Assistance Team (SAT) reviews of individual student academic and social-emotional records
- Organizes and facilitates Student Study Team (SST) meetings with student, family, and staff to support a student in need
- Present relevant academic and post-secondary information to students and parents/guardians throughout the school year
- Provides students and families of students who are struggling academically, personally, or social-emotionally appropriate supports and interventions
- Coordinates and presents classroom lessons throughout the school year to convey pertinent academic, college/career, and social-emotional content to students
- Regularly tracks student graduation progress and University of California eligibility; communicates student course completion needs in order to be eligible for graduation and college eligibility
- Hand schedules students at-risk of not graduating and new enrollees, changes student schedules based on need
- Completes required documents for university applications, university secondary school reports, and summer enrichment programs.
- Performs other duties as assigned that support the overall objective of the position.

## Qualifications

### Knowledge and Skills:

- Requires knowledge of current pedagogical trends in school counseling
- Requires knowledge of post-secondary/college admissions requirements including: careers in armed forces, vocational certificate programs, technical/trade school options, community college admissions process, California State University admissions, University of California admissions, out-of-state, and private school admissions
- Requires knowledge of office practices, procedures and equipment, including filing systems, customer service, and letter and report writing
- Requires knowledge of personal computer-based software including data systems, college/career software, technology-based communication, and the district learning management system
- Requires sufficient skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare standardized correspondence.
- Requires sufficient human relations skills to present a positive image of the school site and district, maintain collaboration and collegiality among peers, convey technical information to others, and communicate effectively with a diverse population.
- Must be able to learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions, policies and special department terminology when performing assignments.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to work cooperatively with staff, students, external organizations, and the public using patience and courtesy.
- Requires the ability to maintain confidentiality of private and sensitive information.

### Abilities:

- Must be able to function in an office environment engaged in work of primarily a sedentary nature
- Requires the ability to communicate effectively both orally and via written text
- Ability to support students and families from diverse backgrounds

### Education:

- Bachelor's degree
- Requires a valid Pupil Personnel Services credential

### Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

### Working Conditions:

- Work is performed in a school office environment subject to constant interruptions.