

## GARDEN GROVE UNIFIED SCHOOL DISTRICT

### Office of Personnel Services CERTIFICATED JOB DESCRIPTION

#### Counselor, 7-12 Guidance

Under the direction of the principal, a guidance counselor is a part of the school's leadership team and provides guidance services to students, parents, teachers, administrators, and the community. These services are to be provided in a way that enhances the educational, career, social, and personal development of each student.

#### Duties and Responsibilities:

1. Demonstrates a belief that all students can succeed and that their backgrounds, cultures, language, and disabilities are teaching and learning assets that contribute to a rich learning environment for all students.
2. Maintains high expectations for all students and exhibits the ability to make each student feel valued, appreciated and respected, thereby earning the trust and respect of the student and their families.
3. Promotes high expectations and a college-going culture, by assisting students in selecting courses consistent with graduation and UC/CSU acceptance requirements, and provides students and parents with support in applying for colleges and universities and assists families with the identification of resources for monetary assistance
4. Ensures that all students have equal access to the guidance and academic program
5. Accepts share of responsibility for the general operation of the school program
6. Collaborates with the administration in building and maintaining the master schedule
7. Coordinates and facilitates student registration with all feeder schools
8. Supports the AVID coordinator and site to build capacity and maintain a successful program
9. Acts as a resource for teachers, parents and administrators to identify student needs, resolve student issues and problems, and provide district approved outside referral sources when appropriate
10. Coordinates and facilitates Student Study Team meetings and parent/teacher conferences and acts as the Section 504 case manager depending on grade level span
11. Accesses and analyzes student data in relation to academic achievement and college readiness, and places students in appropriate intervention programs including companion classes, summer school, and credit recovery classes
12. Designs and monitors individual student academic programs which will ensure every student has access to post-secondary education and career opportunities
13. Plans, implements, and supports student testing administration and provides appropriate interpretation of the results to students, parents, administrators, and teachers
14. Participates in planning and implementing school events that support student academic achievement and post-secondary opportunities which may include evening events
15. Assists students in exploring post-secondary career options through enrollment in the Regional Occupational Program and acts as a liaison to ROP/CTE program coordinators

#### Head Counselor Typical Duties:

1. Acts as a liaison between the site level and the district level counselors and administrators
2. Represents counselors at site level department chair meetings
3. Oversees the general function of the counseling office including coordinating department meetings, distribution of counselor duties, and monitoring of department projects
4. Assists the district contact in updating the A-G list for the school site

Revised July 2017

August 2016

Reviewed August 2008

JV:jr