CLASS TITLE: DISTRICT HEAD COUNSELOR

BASIC FUNCTION:

Under the direction of the Director-Career and Educational Options, participate in the planning and coordination of the District Guidance and School Counseling Program at District secondary schools; promote student academic achievement and career development as the primary goals of Guidance and School Counseling services; conduct an on-going review of the District Guidance and School Counseling Program and guidance and school counseling services provided to students.

ESSENTIAL FUNCTIONS:

Develop, plan, coordinate and maintain the District Guidance and School Counseling Program at District secondary schools; establish and communicate District guidance priorities to the schools, including increased university/college preparation course completion rates, improved four-year college admission rates, and increased scholarship awards to graduating seniors; promote student academic achievement and career development.

Conduct an on-going review of the District Guidance and School Counseling Program and guidance and school counseling services provided to students; advise the Director and other appropriate District staff on various aspects of the District Guidance and Counseling program; maintain the District school counselor and guidance curriculum.

Collaborate with school counselors and site administrators to improve guidance and school counseling services to students; assist schools in conducting annual evaluation of guidance and school counseling services to students; assist schools in developing annual school counseling program plans including measurable student performance objectives.

Serve as a school counseling liaison to various District departments and program personnel; serve as the District representative and contact for concerns from employees and parents regarding school counseling services; serve as liaison to school personnel, community agencies, families, universities and other organizations as directed; recruit, employ, and assign certificated and classified personnel.

Develop and implement annual professional development programs for District school counselors; develop programs in compliance with the national standards for school counselors; compile materials, contact presenters and coordinate the development of courses.

Prepare and maintain variety of records and reports related to assigned activities; maintain confidentiality of sensitive student information.

Attend a variety of meetings as assigned; maintain the agenda for and chair monthly District counselor meetings.

Supervise and evaluate certificated and/or classified staff at the school site level as needed.
Operate a computer and assigned software; operate standard office equipment as assigned; drive a vehicle to various school sites.

Coordinate and maintain post-secondary partnerships.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Effective academic, college/career and social-personal counseling techniques and procedures.
- School Counseling theory, ethics and associated legal confidentiality requirements.
- Policies, objectives and goals of the Guidance and School Counseling Program.
- Effective supervisory and administrative duties.
- Applicable sections of the State Education Code and other applicable laws, rules and regulations related to assigned activities.
- Student assistance programs.
- Community referral resources.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District students.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Manage school site, district or county level fiscal services.

**ABILITY TO:**
- Develop, plan and assist in the coordination of the District Guidance and School Counseling Program at District secondary schools; promote student academic achievement and career development as the primary goals of Guidance and School Counseling services.
- Conduct an on-going review of the District Guidance and School Counseling Program and guidance and school counseling services provided to students.
- Supervise and evaluate certificated and/or classified staff.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain the District School Counseling and guidance curriculum.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Operate a computer and assigned equipment.
- Work confidentially with discretion.
- Maintain records and prepare various reports, including confidential materials.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain consistent, punctual and regular attendance.
- Effectively communicate in order to exchange and understand information and make presentations.
- Read and analyze a variety of materials.
- Effectively operate a computer keyboard.
EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master’s degree in school counseling, psychology or related field and five years counseling experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Pupil Personnel Services Credential.
Valid Administrative Services Credential.
Valid California Class C driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

BOARD APPROVED: February 18, 2020