

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **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**