

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CERTIFICATED PERSONNEL

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JD 4119.4

SCHOOL COUNSELOR

Definition:

A certificated person who provides on-site counseling services for students and parents/guardians to help the students develop skills to cope with problems they encounter in and outside of school, and to assist students to make appropriate decisions relative to the students' school program.

Responsible To:

School Principal

Major Duties and Responsibilities:

1. Provides individual and group counseling services.
2. Assists in organizing and implementing District on-site testing program.
3. Serves as a liaison between the home and school.
4. Provides assistance for teachers in conducting parent conferences and interpreting abilities and needs of individual students.
5. Assists with the development of the master schedule.
6. Provides programming and scheduling services for all students.
7. Maintains counseling records of students.
8. Refers students and parents/guardians to appropriate agencies.
9. Attends faculty and District meetings, as necessary.
10. Interprets the District and School Guidance Program for staff.
11. Performs other duties as may be assigned.

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Minimum Qualifications:

1. Valid California Teaching Credential.
2. Valid California Pupil Personnel Credential.
3. Bilingual/Spanish is desirable.
4. Teaching experience is desirable.

Job Description Adopted: September 17, 1979

Job Description Revised: July 17, 1989

Job Description Revised: August 06, 1990

Job Description Revised: