

Union School District

Job Description

TITLE OR CLASSIFICATION

Counselor – Grades 6-8

DESCRIPTION OF POSITION

Provides coordination of the student program, working directly with individual or groups of students, Parents of students, and the staff to ensure academic success. The duties encompass the administration Of student programs.

QUALIFICATIONS

Three (3) years of successful teaching experience
Pupil Personnel Services Credential

DUTIES AND RESPONSIBILITIES

1. Coordinates a guidance program to meet the needs of students and the parents of students to ensure the academic success of all students.
2. Provides group and individual guidance to students who are referred by parents or staff.
3. Works with staff to develop master student schedules, and coordinates individual student schedules.
4. Provides information to students, parents and staff regarding the middle school program and class schedules. Develops programs to assist with student transition from grades 5 to grade 6, grade 8 to high school, and students new to the school.
5. Coordinates afternoon and evening guidance meetings for parents and community.
6. Chairs the school guidance team and is an active member of the discipline team, promotion retention committee and the site level instructional leadership team.
7. Gathers information relative to students academic and behavioral performance, interprets information, and reports when appropriate.
8. Participates in a staff development program.
9. Assist teachers and groups of teachers in coordinating parent conferences.
10. Provides before and after school assistance to students, parents, and administrators as requested.

CONDITIONS OF EMPLOYMENT

Work year is one hundred ninety (190) days.

SUPERVISION AND EVALUATION

Reports to and is evaluated by the principal or designee