

# **MADERA UNIFIED SCHOOL DISTRICT CERTIFICATED JOB DESCRIPTION**

## **COUNSELOR ON SPECIAL ASSIGNMENT**

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### **Overall Responsibilities**

Under the direction of Director of Secondary Curriculum, Instruction and Assessment and Director of College & Career Readiness, develops, coordinates, and manages processes to ensure equitable counseling practices with regard to the College and Career Indicator. Develop, support in the implementation of a Comprehensive Counseling program for grades 7-12 to improve MUSD's College/Career Readiness Index by developing standard operating procedures around counseling services and activities in the Academic, College and Career areas.

### **Specific Responsibilities:**

1. Develop and maintain standard operating procedures, provide training and monitor implementation of counseling activities/service that improve:
  - a. Graduation Rate
  - b. Career Technical Education Pathway completion
  - c. Dual Enrollment/AP Enrollment
  - d. A-G Completion Rate
  - e. Postsecondary matriculation
  - f. FAFSA Completion
  - g. Credit Recovery opportunities
2. Master Schedule:
  - a. Develop Standard Operating Procedure for Master Schedule Process to be consistent across sites for middle schools and high schools
  - b. Develop Course Request process
  - c. Run reports during all phases of the master schedule development process to identify areas of need to support
  - d. Support new head counselors in the development of their master schedules
  - e. Support middle school administrators in the development of their master schedules.
3. Placement
  - a. Review district placement criteria annually and revise as necessary
  - b. Manage and monitor student placement and communicate with sites as needed
  - c. Develop standard operating procedures and provide training for effectively placing students to meet their academic needs.
4. Counseling Program
  - a. Standardize secondary counseling services by grade level, student group, and need.
  - b. Develop Standard Operating Procedures for identified universal counseling services and monitor implementation.

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- c. Create effective counseling services, activities and practices aligned to district mission to improve the College and Career Readiness Indicator.
- d. Develop, implement and revise, as needed, District Counseling Handbook

#### **Qualifications:**

##### **Specific knowledge of:**

- 1. Effective counseling techniques
- 2. School and district procedures related to counseling duties
- 3. Laws pertaining to minors
- 4. Ed Code, Board Policy, and Legislation related to counseling.
- 5. Technical School & College requirements
- 6. District and school curriculum, including knowledge of course sequencing and placement
- 7. Running of advanced queries in Aeries
- 8. Master schedule development
- 9. College and Career Readiness Indicators
- 10. Career Technical Education Pathway Completion
- 11. Fluent on Microsoft Excel and/or Google Sheets
- 12. Conduct district wide counseling training and professional development on academic, college, and career counseling.
- 13. Participate in decision-making and represent counseling perspective to site administrators and district departments.

##### **Specific Ability to:**

- 1. Prioritize, schedule, assign, and monitor completion of projects.
- 2. Maintain records as required.
- 3. Maintain confidentiality between students, administrators, counselors, and district staff.
- 4. Recommend combining various projects with similar and complementary instructional programs.
- 5. Work cooperatively with others.
- 6. Communicate effectively orally and in writing.
- 7. Mentor counselors.
- 8. Learn and appropriately apply district policies and procedures and other Regulations related to the position.
- 9. Organize and develop counseling operating procedures
- 10. Travel within the District via personal transportation.

##### **Education:**

- 1. Graduate level training in pupil personnel, child welfare, or family counseling.

##### **Experience:**

- 1. Five years of secondary counseling experience with at least two years at the high school level

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**License:**

1. Valid California Pupil Personnel Services Credential
2. California Driver License

**EMPLOYMENT INFORMATION**

**Supervisor's Title:** Director of Secondary Curriculum and Instruction

**Unit Membership:** Certificated

**Current Salary Schedule Placement:** Counselor and Head Counselors Salary Schedule (208 duty days and Addendum E - Responsibility Factors)

**PHYSICAL DEMANDS IN THE WORK ENVIRONMENT**

These physical characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job safely.

1. Mobility sufficient to move about, stand, and/or sit for extended periods, and access all locations in the work environment.
2. Manual skill to appropriately control and manipulate objects, tools, materials, and equipment used on the job, including a telephone and a computer.
3. Flexibility and strength to reach with hands and arms, bend and stoop.
4. Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Ability to speak in audible tones so that others may understand clearly in normal conversations and on the telephone.
6. Ability to see, read, and distinguish colors, with or without vision aids: computer screen, equipment used in the work environment, instructional materials, training materials, directions, rules, policies, calendars, agendas manuals, and other printed matter.
7. Physical strength and agility to push, pull, squat, twist, turn, and lift and carry bulky objects of up to 25 pounds with or without assistance.
8. Mental acuity to perform the essential functions of this position in a safe, accurate, neat, and timely fashion and to make and evaluate the results of judgments and decisions.
9. Ability to drive all district vehicles.
10. High tolerance for continuing stressful situations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in the work environment. This environment may be expected to include: moderate noise level that is occasionally very noisy, frequent interruptions, and frequent movement from inside to outside with exposure to elements, exposure to toxic substances, stairs, children, and duty hours before sunrise or after sunset.