



RIALTO UNIFIED SCHOOL DISTRICT

Secondary Counselor Job Description

DEFINITION

Counsels with pupils whose social, academic, or personal problems prevent them from profiting to the maximum of their abilities. Provides opportunities for interaction with counselees on an informal, non-problem basis.

ESSENTIAL DUTIES

- Analyzes individual student transcripts and informs students and parents of status of progress towards meeting graduation requirement deficiencies.
- Assists students in evaluating their aptitudes and abilities through the interpretation of individualized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
- Provides continuous daily counseling services for assigned students.
- Places pupils in appropriate educational programs in consultation with teachers, parents and administrators.
- Consults and assists staff and parents in planning and implementing strategies consistent with student needs.
- Furnishes detailed information on course content of required and elective courses related to graduation requirements to students and parents.
- Advises students and parents of academic offerings that are appropriate to the ability of and/or the special learning difficulties of the student.
- Prepares referral report for student service team and/or other alternative programs.
- Contributes to student record information, and provides summaries or written referrals to appropriate individuals.
- Completes pre-registration and registration of appropriate academic offerings for assigned students.
- Provides information regarding scholarships, colleges and universities, community referral agencies and occupational opportunities, and assists with making any applications related to the above.
- Counsels and provides pupils with educational and occupational information in conjunction with their personal assets, desires, and limitations.

QUALIFICATIONS

Knowledge of and ability to:

- Possess knowledge and understanding of a variety of counseling and teaching procedures and techniques with demonstrated ability to counsel effectively with students, parents and teachers.
- Knowledge of school curriculum administrative procedures, and pertinent areas related to the total educational program.
- Understanding of strengths and limitations of individual and group tests and the ability to interpret test results to students and parents.

Experience and Education:

- Possession of a valid California credential authorizing service as a school counselor.
- Fingerprints on file as required by State Law
- TB Skin Test as required by State Law.

PHYSICAL DEMANDS

Physical class:

MODERATE WORK - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Regular classrooms, on the playground, parking lot, bus stop areas and possibly field trips. Ability to traverse campuses and sites of 10 to 40 acres which would include asphalt, grass on playgrounds and dirt.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours	
Frequently/Medium - 3 to 6 hours	
Constantly/High - 6 to 8 hours plus	
Stooping: Occasionally	Fingering: Frequently
Bending: Frequently	Carrying: Frequently
Lifting: Frequently	Standing: Occasionally
Reaching: Frequently	Kneeling: Occasionally
Handling: Frequently	Sitting: Occasionally
Grasping: Frequently	*Driving: Occasionally
	Walking: Frequently
	Push/Pull: Occasionally

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

Frequent motion:

Keyboarding: Occasionally	Reaching to shoulder level: Occasionally
Twisting: Frequently	Forward should/neck flexion: Frequently
Wrist flexion: Frequently	Reaching above should level: Occasionally
Elbow flexion/extension: Frequently	Reaching below shoulder level: Frequently

Sensory requirements:

Ability to see: Constantly	Ability to smell: Constantly
Ability to hear: Constantly	Ability to touch: Constantly
Ability to talk: Constantly	

Must be able to deal with these environmental considerations:

Heat: Yes	Odor: Yes
Noise: Yes	Humidity: Yes
Moisture: Yes	Fluorescent lights: Yes
Floor may be slippery at times: Yes	Working in close quarters with others: Yes
Working inside: 95% of the day	Working outside: 5% of the day

This job requires:

Alertness: Constantly	Recall of names and dates: Yes
Attention to detail: Constantly	The use of two hands: Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees.	

Ability to deal with psychological factors:

Team work: Yes	Must keep up with schedule: High
Frustration: Medium	Flexible: Yes
Repetitive Tasks: Yes - High	Able to work overtime as needed: Yes
Level of responsibility: High	
Dealing with angry teachers, students and parents: Medium	

Physiological Factors:

Have a high level of consciousness: Yes	Ability to comprehend and follow directions: Yes
Orientation to time, place or person: Yes	Able to keep up a high activity level during the shift: Yes
Ability to read at 12 th grade level: Yes	