

## **Escondido Union High School District Job Description**

**Job Title:** Guidance Counselor  
**Employee Unit:** Certificated Bargaining Unit  
**FLSA Status:** Exempt  
**Salary Level:** Certificated Salary Schedule  
**Approved By:** Board of Trustees  
**Approved Date:** 10/15/1996

### **SUMMARY**

Counsels individuals and groups and provides individual and group educational and vocational guidance services by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for vocational and educational planning.

Compiles and studies occupational, educational, and economic information to aid counselees in making and carrying out vocational and educational objectives.

Maintains resource data for student referrals to services.

Provides assistance to students regarding scholarships, post secondary education planning.

Assists students in establishing four-year plan of education to assure that graduation requirements and educational goals are met.

Meets with parents to discuss student progress and/or problems.

Assists students to understand and overcome social and emotional problems.

Engages in research and follow-up activities to evaluate counseling techniques.

May teach one or more classes.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree from an accredited college or university, plus at least a fifth year college or university credential program.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the

most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations to student and/or parent groups, other staff groups such as classified guidance personnel, teachers, and/or administrators.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Pupil Personnel credential; teaching credential also desirable.

### **OTHER SKILLS AND ABILITIES**

Clerical and Administrative Support positions require a working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

Ability to relate to, establish rapport with, and provide guidance to students on a myriad of educational, social, personal and vocational subjects. Ability to maintain professional relationship with students while developing their trust and respect.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **COMMENTS**

The Escondido Union High School District is committed to providing quality education for all students. The individual assigned to a Guidance Counselor position in this district is expected to share that commitment, to present a professional, caring attitude toward students and other staff, to present a professional appearance, to demonstrate integrity and competence and to create a service oriented environment in which students educational needs are met