

**GRIZZLY CHALLENGE CHARTER SCHOOL**  
**CERTIFICATED JOB DESCRIPTION**

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TITLE: School Counselor

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**BASIC FUNCTION:**

Under the direction of an assigned administrator, organize and direct counseling and program support functions and related services for the Grizzly Challenge Charter School program; provide consultation to faculty, staff and the public concerning the school's programs, services, standards, requirements and procedures; assist in the development, implementation, monitoring and evaluation of designated counseling and student programs, personnel and services.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Research, compile and evaluate student transcripts, test scores and related information to create accurate student credit assessments and determine appropriate course placement.

Counsel individuals and groups to develop their educational and career plans. Assist students with goal setting and the creation of transition plans as students prepare to enter their future educational placement.

Conduct individual and small group counseling activities to address social, academic, behavioral or vocational needs as appropriate. Provide crisis intervention assistance to students. Refer out and coordinate specialized services for more intensive counseling as appropriate.

Serve as Testing Coordinator for the site relative to STAR, CELDT, CAHSEE, GED and CHSPE testing mandates and opportunities.

Provide consultation to faculty, staff, parents, school districts, outside agencies and the public concerning school related programs and services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, practices, techniques, policies and procedures; refer faculty and staff to instructional resources as appropriate.

Develop and provide staff development training on pertinent topics of special interest to staff and students; prepare and deliver oral presentations concerning related principles, standards, guidelines, requirements, practices and procedures.

Act as a liaison between teachers, parents, administrators, other school districts and outside agencies.

Attend and conduct a variety of meetings as assigned; attend and participate in various conferences, workshops, committees and in-services as directed; assist with the development and implementation of various special events and activities related to the Grizzly Challenge Charter School program as required.

Assist faculty and staff in the preparation and development in learning activities, instructional activities and lesson plans as directed. Serve on committees to develop programs, program goals and objectives.

Train and evaluate the performance of designated classified staff as assigned; assist with interviewing and selecting employees. Assist in assigning staff duties and reviewing work for compliance with established requirements and procedures.

Operate as administrative designee when school Principal is physically off site or unable to attend meetings requiring an administrative presence.

OTHER DUTIES: Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and direction of instructional support functions and related services for assigned programs and functions.

Educational programs, services, standards, requirements and procedures related to assigned area of instruction.

Basic practices, procedures and techniques involved in the development, implementation, monitoring and evaluation of designated instructional programs and services.

Curriculum standards, interpretation and application in assigned instructional programs and services.

Instructional techniques and strategies related to assigned programs.

Local, State and federal standards and requirements governing assigned educational programs.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of at risk students.

Policies and objectives of assigned programs and activities.

Verbal and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Basic public relations techniques.

**ABILITY TO:**

Organize and direct counseling and assessment support functions and related services for assigned programs and functions.

Provide consultation to faculty, staff and the public concerning assigned area and related programs, services, standards, requirements and procedures.

Assist in the development, implementation, monitoring and evaluation of programs and services.

Monitor and assess services and programs for educational effectiveness and operational efficiency.

Develop, implement and conduct training and staff development activities concerning assigned programs and services as directed.

Provide information and training activities to enhance staff knowledge of student needs.

Interpret, apply and explain rules, regulations, policies and procedures.

Research, assemble, compile and evaluate a variety of technical data and information.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Determine appropriate action within clearly defined guidelines.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain various narrative and statistical records, reports and files.

**EDUCATION AND EXPERIENCE:**

Required: One year experience with at-risk youth.

Desired: Master's Degree in Education or Counseling.

**LICENSES AND OTHER REQUIREMENTS:**

Any valid California Credential that authorizes pupil counseling such as a Pupil Personnel Services Credential.

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.