

# North Monterey County Unified School District

## POSITION DESCRIPTION

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Position Title: **Academic Counselor/Coordinator**  
Salary: Certificated Salary Schedule  
Reports to: Principal

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### **SUMMARY:**

Utilizing leadership, advocacy, and collaboration, the academic counselor/guidance coordinator promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive school counseling program that addresses academic, college, career, personal, and social development for all students.

**Nature and Scope:** Provides academic and college planning support for students and their families. Provide prevention/intervention services to address the immediate concerns of learners. Provide consultation and collaboration, program coordination to align guidance programs, support activities and other services to meet the specific needs of each student.

**Distinguishing Characteristics:** Successful experience as a school counselor working with a diverse student population providing a comprehensive guidance counseling program. Effective in working with students and families, promoting a college and career readiness model with necessary support to ensure students who are English learners and/or low income, and/or are receiving Special Education services have a variety of options upon high school graduation.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

### **PRINCIPLE DUTIES AND RESPONSIBILITIES**

#### *Individual Planning and Guidance Curriculum*

- Provides guidance content in a systematic way for the purpose of skill development and application of skills learned.
- Advises students with course selection as it pertains to student interests, goals, and ability and maintains/updates the 6 year plan document
- Assists students and their families to successfully navigate career pathways and college admissions process
- Analyzes transcripts and assists with academic planning to ensure successful completion of graduation requirements
- Monitors students' academic progress, graduation requirements, and/or career pathway completion
- Writes letters of recommendation for scholarship and college applications

#### *Preventive and Responsive Services*

- Provides small group and individual counseling
- Assists students in planning, monitoring and managing their educational, personal/social, and career development goals.
- Meets with students and identifies, monitors, and intervenes with students who, due to

- academic, discipline, or personal problems, need additional support services
- Consults, collaborates, and communicates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs
- Assist families in connecting with appropriate support services such as tutoring, counseling, test preparation, and credit recovery and other support programs
- Serves as an advocate for students when meeting with support teams and other staff
- Implements an effective referral and follow-up process

#### *System Support*

- Assists in implementing college education meetings/workshops for students and parents
- Collaborates with administration to conduct orientations for all incoming or new students
- Works with the administrator and registrar regarding a successful transfer process of students entering and leaving the school
- Assists with the implementation of school wide standardized tests
- Attends open houses, registration nights, and other activities as required by administration
- Attends to administrative assignments or responsibilities specified by the Principal

#### Professional Activities and Growth:

1. Maintain professional competence through participation in in-service education activities provided by the District and in self-selected professional growth activities.
2. Participate in school faculty meetings and committees.

### **QUALIFICATIONS**

#### Education:

- Bachelor's degree from an accredited college or university.
- Valid California pupil services credential authorizing service in the area of responsibility.
- NCLB Compliancy, as appropriate

#### Experience:

- Experience as a school counselor
- Experience with the effective use of technology related to guidance programs
- Previous experience in working at the secondary level

#### Knowledge of:

- Language and cultural competency to effectively communicate with parents and students who are not English speakers
- Ability to understand, analyze and interpret student performance and program data as it relates to appropriate placement of students into programs or courses
- Technology and computer software applications relative to guidance.
- Effective strategies for working with middle or high school students in terms of counseling, motivation, engagement in individual college and career planning
- District policies and procedures that govern the secondary level and the counseling program
- The California Standards for the Counseling Profession

#### Ability to:

- Accept individual differences in students and parents. Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Demonstrate strong interpersonal skills using tact, patience and courtesy.

- Establish and maintain cooperative relationships with students, school personnel, parents, vendors, co-workers and the public.
- Communicate effectively in the English language both orally and in writing.
- Organize work, programs and activities to meet schedules, timelines and deadlines.
- Maintain accurate, up-to-date, and organized record-keeping and writes uses report-writing techniques, Maintain confidentiality regarding student records
- Work independently with appropriate direction; be reliable, self-directed, and self-motivated.
- Be creative and flexible in meeting the diverse needs of students and parents.
- Analyze situations accurately and adopt an effective course of action.
- Use initiative and judgment in discussing problems with the public and District staff, involving office practices and policies.

Licenses and Certificates:

- Possession of a valid Class C California driver's license (as appropriate to the assignment).

**DESIRABLE QUALIFICATIONS:**

- Ability to speak a language in addition to English

**PHYSICAL REQUIREMENTS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation; physical mobility sufficient to move about the work environment (office, district), drive an automobile and respond to emergency situations; physical strength sufficient to lift 20 pounds alone and more with a two-person lift; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, unpleasant smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

*This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.*

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.***

Board Approved: May