



## GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street | Glendale, CA 91206

(818) 241-3111 | [www.gusd.net](http://www.gusd.net)

"Preparing our students for *their* future"

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### SECONDARY SCHOOL COUNSELOR

#### **DESCRIPTION**

The Counselor provides academic, personal, and social/emotional support, as well as college and career counseling and guidance to students.

#### **QUALIFICATIONS**

##### Credential

Valid California Pupil Personnel Services credential authorizing service as a school counselor.

#### **WORK YEAR**

201 days, 8 hours per day (exclusive of 30-minute lunch), to be worked between July 1 and June 30. The work year follows the negotiated "Counselor Attendance Calendar."

#### **SALARY SCHEDULE**

Per the Collective Bargaining Agreement between the Glendale Unified School District and the Glendale Teachers Association, this position aligns with salary schedule K, depending on the credential type, verifiable years of prior service, and educational history verified through an official transcript from an accredited university or college. The District accepts up to 11 years of contractual service.

#### **ESSENTIAL FUNCTIONS**

1. Develops long-range educational plans, including course, credit, and proficiency test requirements for graduation with all students.
2. Participates in a collaborative site office team, promoting a positive and welcoming school climate. Fosters school pride and positive community relations.
3. Enrolls new students, evaluates their school records, and determines class placement.
4. Assists site administrator in determining school's master schedule.
5. Assists students in the area of social/emotional, academic, and college/career development.
6. Supports and guides students from culturally rich and diverse backgrounds, including students' actual or perceived: economic, race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, or gender expression, or association with a person or group with one or more of these actual or perceived characteristics.
7. Conducts structured goal-oriented counseling sessions in response to identified needs of students. Themes include academic skill-building, social skill development, career awareness, conflict resolution, drug and alcohol awareness, family issues, and making healthy choices.
8. Provides social/emotional support to students and "crisis counseling" in emergency situations including threat assessments using a collaborative team approach.
9. Makes appropriate referrals of students and parents to outside agencies and specialists as needed.

10. Articulates the school counseling program to students, parents, teachers, staff, and community.
11. Promotes an understanding and appreciation of diverse populations and cultures.
12. Provides individual and small group counseling in a variety of settings
13. Consults and collaborates with teachers, staff, administrators, and parents in understanding and meeting the needs of students in the school setting.
14. Coordinates and administers District, state, and college assessments, as needed.
15. Interprets test results, report cards, student data, and other assessment results appropriately in the counseling environment to site administration, parents, and staff.
16. Monitors students' attendance and academic progress and communicates with students and parents regarding these areas.
17. Coordinates report card and failure notice collection and distribution.
18. Makes schedule changes based on student academic needs and other factors
19. Assists students in developing an Individual College and Career plan that will determine the course of study that is consistent with the students' career and post-secondary plans.
20. Provides students with resources to explore careers, prepare for post-secondary studies, and navigate the college application and financial aid process.
21. Assists with the schoolwide implementation of PBIS and Restorative Practices.
22. Coordinates the scholarship program for seniors.
23. Prepares letters of recommendation on behalf of students to colleges, universities, scholarship committees, and employers.
24. Takes a leadership role in the infusion of counseling content into the curriculum, staff development, and parent education programs.
25. Plans, evaluates, and revises the school counseling program as school and student needs change.
26. Plans, implements, maintains, and evaluates the systems necessary for the support, maintenance, and improvement of the data-driven school counseling program, including providing the documentation in the Student Information System.
27. Follows the District Comprehensive School Counseling Program.
28. Develops and maintains skills needed to utilize technology systems and participate in professional development activities as a member of the school staff.
29. Maintains professional competence through participation in in-service education and/or professional growth activities.
30. Assists in the supervision of lunch and extra-curricular student activities, and the campus, as needed.
31. Adheres to the ethical standards and preferred practices prescribed by state and national school counselor associations.
32. Performs other related duties as assigned.

### **KNOWLEDGE, ABILITIES, AND PERSONAL CHARACTERISTICS**

1. Ability to plan, organize, prioritize, and manage time.
2. Maintains a positive attitude towards students, learning, and teaching.
3. Ability to observe and evaluate student activities.
4. Ability to cope with multiple tasks.
5. Ability to drive to sites to communicate and meet with staff and students.
6. Knowledge of, and ability to use, computer-based programs.
7. Ability to communicate effectively by providing clear, concise instruction using both academic and plain language.
8. Ability to listen without bias and provide appropriate feedback.
9. Ability to demonstrate proficiency in written and oral English.
10. Knowledge of methods for effective collaboration and the ability to work collaboratively with all stakeholders.

11. Ability to work effectively with all racial, ethnic, linguistic, economic, and disability groups.
12. Demonstrate understanding, patience, and approachability toward students, parents, and colleagues.
13. Excellent interpersonal, oral, and written communication and problem-solving skills.
14. Oral and written proficiency in a second language preferred.
15. Knowledge and understanding of the California Standards for School Counseling Profession and the American School Counselor Association program.

## **SUPERVISION**

Under the direct supervision of the Principal or designee.

## **ADDITIONAL INFORMATION**

This job description is not a complete statement of essential functions and responsibilities. The Glendale Unified School District retains the discretion to add or change typical duties of a position at any time.

*STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973): The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment (including sexual harassment), intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, marital or parental status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The Board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. A copy of the District's Uniform Complaint Policy is available by calling (818) 241-3111, ext. 1457. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to the following personnel:*

**Title IX Coordinator** – Dr. Kelly King, 223 N. Jackson, (818) 241-3111 ext 1209, [titleix@gusd.net](mailto:titleix@gusd.net)

**Section 504 Coordinator** – Dr. Narineh Khemichian, 223 N. Jackson, (818) 241-3111 ext 1500, [nkhemichian@gusd.net](mailto:nkhemichian@gusd.net)

**Title II/ADA:** Dr. Kelly King, 223 North Jackson, (818) 241-3111 ext 1209, [kking@gusd.net](mailto:kking@gusd.net)