



CODE: 35301
UNIT: Teacher/Certified
FLSA: Exempt

CLASSIFICATION
COUNSELOR

SUMMARY

Implement the TUSD Comprehensive Competency Based Guidance (CCBG) program/American School Counselor Association National Model. As a member of the Guidance and Counseling staff, the counselor is to provide a CCBG program for all students at the site. The counselor provides activities to meet the needs of the students, consult with teachers, staff and parents to enhance their effectiveness in helping students, and provides support to other educational programs.

MINIMUM REQUIREMENTS

Masters degree in School Guidance and Counseling or a related field.

Arizona School Guidance and Counseling Certificate.

Arizona IVP fingerprint clearance card.

PREFERRED REQUIREMENTS

Arizona Teacher's Certification.

Three years experience as a Teacher.

Three years experience as a School Counselor.

ADDITIONAL REQUIREMENTS AFTER HIRE

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

AZ Driver's License required within ten days of hire.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Implement the Comprehensive Competency Based Guidance (CCBG)/American School Counselor Association National Model curriculum. Conduct guidance learning activities (lessons) in the classroom by following the competencies listed in the TUSD Guidance and Counseling Program Handbook. Consult with and/or be a resource person for teachers to facilitate the infusion of the guidance competencies into the regular educational curricula.

Guide and counsel groups and individual students through the development of educational and career plans. Provide orientation activities for students new to the school. Participate in orientation programs for parents and students. Assist students in the transition from school to school, level to level and school to work. Inform students and parents of test results and their implications for educational planning. Provide resources and information to assist in career awareness and career exploration activities and help students take appropriate steps toward implementing their educational and career plans. Assist students in evaluation of their graduation requirements and in updating their four-year plans and career folders.

Counsel small groups and individual students with problems. Conduct structured, goal oriented counseling sessions to meet the identified needs of individuals or groups of students.

Consult with teachers, staff and parents regarding meeting the developmental needs of students. Participate in staffing and child studies. Conduct in-service programs for faculty, parents, and community members. Conduct and facilitate conferences with teachers, students and parents. Conduct or provide opportunities for parent education programs. Assist families with school related problems.

Refer students with severe problems to appropriate community agencies in consultation with their parents. Consult and coordinate with in-district and community agencies, such as school psychologists, nurses, administrators, social service agencies, law enforcement, etc.

Coordinate, conduct or participate in activities that contribute to the effective operation of the school. Act as an ADVOCATE for ALL students. Interpret group test results to parents, faculty and staff. Administer formal and informal evaluation measures as needed. Assist other school staff in the placement of students with special needs in appropriate programs such as GATE and exceptional education. Participate with the administration and faculty as a team member in the implementation of the district testing programs.

Evaluate and revise the building guidance program. Conduct needs data assessments to determine the competencies to be addressed for each grade level. Consult with the Advisory Council to evaluate program. Use the program evaluation form (in the TUSD Guidance & Counseling Handbook) to self-assess the progress and level of implementation of the guidance program.

Pursue professional growth. Attend professional development opportunities (Arizona School Counselor Conference, American School Counselor Conference, Arizona School Counselor Academy, relevant workshops, etc.) Stay current with guidance and counseling practices by reading professional journals. Join professional organizations (AzSCA, ASCA, etc.) Take post-graduate courses.

Teach the CCBG competencies as a team using integrated thematic instruction methods.

Visit students and parents in their home to discuss school related issues as needed. Use data to plan, implement and assess counseling program.

Submit all necessary paperwork and data collection results to school administrator and district guidance coordinator in accordance with departmental guidelines.

To carry out the TUSD CCBG program, school guidance counselors will follow the suggested **time allocations** for each of the program components.

COMPONENT	Elementary at 1 site	Elementary at 2 sites	Middle School	High School
Guidance Curriculum	45% - 50%	40% - 50%	25% - 35%	15% - 25%
Individual Planning w/ Students	5% - 10%	10% - 15%	5% - 25%	25% - 35%
Responsive Services	20% - 25%	20% - 30%	30% - 40%	25% - 35%
System Support	10% - 15%	10% - 15%	10% - 15%	10% - 15%
Non-Guidance Activities	0%	0%	0%	0%

MENTAL TASKS

Communicating. Reading. Performs functions from written and oral instructions and from observing/listening to others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

WORKING CONDITIONS

Indoor. Classroom environment. All weather conditions/temperatures. Contact with the public, employees, children and parents. May have exposure to noise.

M: JOB35301
 New: 2-00
 Updated 4/2001
 Revised 6/04, 10/05, 12/05, 3/06