

## CLASS SPECIFICATIONS FOR THE COUNSELOR

### DEFINITION

Under direction, to counsel students individually and in groups for the purpose of helping them in achieving self-understanding and self-respect, in meeting the demands of interpersonal relations and school expectations, and in setting goals and meeting achievement levels appropriate to those goals; to serve in a liaison capacity between teacher, parents and students; to assist in the establishment and maintenance of good community-school public relations; and to perform other counselor-related activities as required.

### QUALIFICATIONS

Credential: Possession of a valid teaching credential and a services credential with a specialization in pupil personnel services issued by the California Commission for Teacher Preparation and Licensing.

and

Education: A master's degree is required from an approved institution, preferably with a major in counseling, social work, psychology, or related field, or a commitment to obtain such master's degree within a maximum of three years after appointment.

and

Experience: Preference given to those with certificated teaching experience in public or private schools.

### DISTINGUISHING CHARACTERISTICS

The class of counselor is used at all segment levels of the district. At the junior high, senior high and adult school levels, the counselor is typically assigned to a specific school. However, at the elementary level, a counselor may be required to divide his/her time between several schools.

The counselor's role at the elementary school differs from that at the secondary level in that he/she tends more to bring his/her service to the child; puts greater emphasis on prevention and early detection of learning problems; tends to work more with the significant adults in a child's life (his/her teacher and parents) and relatively less with the individual child; focuses more on present problems than plans for the future; and stresses aiding the child to learn rapidly and to develop his/her ability to learn to live and work harmoniously with others.

The counselor's role at the adult level is also somewhat unique in that he/she often serves as the only liaison between the school and such agencies as federal (Veteran's Administration, Social Security, federal penal institutions, Selective Service, FBI), state (Department of Human Resources Development, Bureau of Readjustment Education, California Youth Authority, Mental Hygiene, Vocational Rehabilitation, etc.), and local (Urban League, Concilio, county welfare, Legal Aid, Public Defender, etc.). The involvement in these areas is extensive: reports, conferences, court appearances, phone calls and responses, maintenance of exacting records, for example, by the Veteran's Administration or the General Educational Development Testing Services, and numerous other agencies.

# COUNSELOR

## TYPICAL DUTIES AND RESPONSIBILITIES

- \_\_\_\_\_ 1. Counsels with students to help them better understand themselves and others and to effect changes in behavior, attitudes, motivations, self-concepts, and other important areas of human behavior.
- \_\_\_\_\_ 2. Assists students to plan realistic goals; helps them discover their aptitudes and abilities; administers, evaluates, and interprets results of tests, such as achievement, maturity, perception and intelligence screening tests; discusses goals and interests; gives information regarding entrance in junior or senior