



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	COUNSELOR SECONDARY SCHOOL STUDENT RELATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4406
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of student placements in non-behavior alternative school sites in accordance with ARC decisions.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides individual guidance and counseling for students, parents, and staff to promote student success in academics, career, and personal/social development

Assists in the management, review, and analysis of student level data as it pertains to student placements, supports, and behavior in non-behavior support alternative school sites

Provides guidance to schools, students, and families regarding appropriate placement at non-behavior support alternative schools sites

Communicates protocols and procedures regarding the placement of students into non-behavior support alternative school

Oversees the referral, entrance, and exit of students for non-behavior schools in accordance with ARC decisions

Assures compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment

Collaborates with Principals to maintain accurate information pertaining to school enrollment

Assists in the tracking and maintaining of student enrollment data as it pertains to student drop outs, attendance, and transfers between school sites

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

At times the work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust fumes, and gases.

#### MINIMUM QUALIFICATIONS

Master's Degree with major in guidance and counseling

Certification in guidance and counseling

Three (3) years successful teaching experience or relevant school based experience

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Knowledge of curriculum, course offerings, transcripts, and high school graduation requirements

Demonstrated communication skills

Experience in a diverse workplace