

**Garces Memorial High School
Job Description**

Job Title: Counselor
Reports to: AP of Student Support Services
FLSA: Exempt
Salary: . \$50,000-\$90,000. Commensurate with experience and education.

GENERAL SUMMARY: Provide comprehensive counseling services to students in grades 9-12, focusing on academic, college, and personal/social development. The High School Counselor will collaborate with teachers, administrators, and parents to support student success and well-being.

Responsibilities:

- Conduct individual and group counseling sessions to address academic, college and personal/social needs of students.
- Assist students in developing educational and career goals through academic planning and career exploration.
- Provide crisis intervention and support services to students in need.
- Collaborate with teachers, administrators, and parents to develop and implement strategies for student success.
- Coordinate college and career readiness programs, including college application support, financial aid resources, and career exploration activities.
- Conduct classroom lessons on topics such as study skills, time management, conflict resolution, and college preparation.
- Maintain accurate and confidential student records in compliance with ASCA and state guidelines.

Academic:

- Counsel students individually in making appropriate decisions regarding course selection.
- Develop data driven grade level guidance curriculum through the use of current technology.
- Provide information on graduation requirements, academic honors and college entrance requirements through:
 - individual meetings (student/parent)
 - group/classroom presentations
 - evening parent workshops • Coordinate, facilitate, and/or participate in site based intervention teams (ex. SST's, 504's, IEP/ISP).
- Collect and analyze student data and transcript to ensure appropriate placement and to monitor individual progress towards graduation.
- Interpret test data to students, parents, and teachers.
- Provide information and refer students to various academic programs.

- Articulate to partner schools, parents, and community members placement guidelines for incoming ninth graders and course selection.
- Facilitate registration and transition for students new to the district.
- Facilitate course requests and scheduling.

Personal/Social:

- Engage, advocate for and support students in learning.
- Promote and help maintain a safe learning environment for students (ex. Conflict Mediation, Crisis Intervention etc.)
- Consult and collaborate with outside consultants and student support services in regards to medical and mental health concerns of students.
- Assess and provide short-term crisis counseling and refer students and families to mental health, medical, and social services when necessary.
- Follow professional codes of ethics and legal mandates while maintaining current knowledge of laws affecting confidentiality.

College & Career:

- Develop and update students' four-year graduation plan and post-secondary plan.
- Provide students with career assessment and exploration opportunities through the use of technology.
- Provide information on requirements, accessibility, and financial resources for post-secondary education.
- Assist in the application process and transition to community college, four-year college and other post secondary options.
- Write letters of recommendations for students who apply to four-year colleges and/or scholarships.

Additional:

- Work cooperatively with the other guidance personnel to implement guidance services, as organized and coordinated by the AP of Student Support Services.
- Organize and facilitate Senior Award Ceremony.
- Assists in the organization and facilitation of graduation events.
- Maintain timely communication with students, parents, and staff.
- Participate in relevant professional development that will support students.
- Collect and use data to develop and enhance current guidance services.
- Maintain proficient knowledge of technology.
- Perform other related duties as required by the site and district administration.