

Maxwell Unified School District  
515 Oak Street  
Maxwell, Ca. 95955  
530-438-2291  
FAX 530-439-2693

JOB DESCRIPTION – COUNSELOR  
Maxwell Unified School District

**DEFINITION:**

This employee serves under the direction of the Superintendent/Principal. He/She assumes responsibility for leadership of all phases of Pupil Personnel Services. Provides services to pupils and parents who assist the pupil in making appropriate decisions regarding educational objectives, school program and relationships with teachers, administrators and other pupils.

**DUTIES:**

- Provides personal/social. Academic and career counseling to grades TK-12
- Directs and coordinates student programming activities.
- Assumes responsibility for the accurate maintenance of student records.
- Acts as a liaison between teachers, students and parents.
- Coordination program articulations, enrollment, guidance, financial aid, career education and scholarships.
- Is responsible for student scheduling and master schedule development.
- Chairs S.S.T. and 504 meetings. Assists with the program coordination between general education teachers and special education teachers.
- Independent Study Coordinator
- School Site Council member
- Member of W.A.S.C. plan writing committee.
- Provides assistance to teachers on how to make modifications and accommodations to ensure student success.
- Identifies students not meeting high school graduation requirements and confers with students and parents regarding remediation.
- Counsels with parents and students regarding individual student progress.
- Keeps well informed on regulations and laws dealing with student academic programs, including special education, independent study, and promotion/retention and how they affect the student's high school success.
- Assists teachers and administration in the development of programs of study based upon the student's needs.
- Interprets school program and Guidance Services to individuals and community groups as requested.
- Coordinates graduation ceremonies with the Principal and Senior Class Advisors.
- Coordinates scholarship activities and assists student meet deadlines.
- Assists students with college admission and financial aid advisor.

- Coordinates Peer Counseling and serves as Peer Counseling advisor.
- Coordinates Advisement.
- Serves as district testing coordinator of CAASPP, CAST and PFT tests, the handling of all materials and also the scheduling of the high school tests such ASVAB, PSAT,SAT, EAP.
- Plans Freshman student orientations.
- Plans Senior Parent Night.
- Assists the Superintendent with the development of district policies and procedures relative to Pupil Personnel Services.
- Recruits college/career speakers for classes.
- Plans and oversees college visits.
- Develops Master Schedule.
- Schedules Students in classes.
- Oversees Planning of Panther Exploration Day.
- Other duties as assigned by district Superintendent.

**REQUIRED QUALIFICATIONS:**

- **CREDENTIAL** - California Pupil Personnel Services Credential or Standard Designated Services in Pupil Personnel Services.

**SUPERVISION:**

Performs under the immediate supervision and direction of the high school administration.

**EVALUATION:**

The Superintendent/Principal in accordance with Board Policy and the employee's contract shall perform evaluation.