



# Irvine Unified School District

## MIDDLE SCHOOL COUNSELOR

### DEFINITION

Under general supervision, serves as the center of the guidance effort of the school and is the person through whom all pertinent information regarding the student is channeled.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for group and individual guidance procedures associated with proper student placement in regard to graduation and beyond.
- Involvement in group and individual per-disciplinary counseling to keep the student in good standing in all classes.
- Serves as a source of information for the student with respect to the school, home, and community.
- Administers and interprets tests within the testing program.
- Collects and disseminates to students and parents information concerning school offerings, opportunities for further education, and careers and career training opportunities.
- Assists in the collection and maintenance of pertinent pupil data and to record individual student contracts.
- Assists in the follow-up student attendance irregularities when verified by the attendance office.
- Assists in establishing and coordinating student-teacher-counselor-parent-conferences.
- Provides guidance to students with academic and/or vocational problems
- Counsels students regarding school-related personal problems.
- Provides identification and referral service for students having emotional, health, and/or learning problems which are beyond the resources of the local school.
- Refers students with exceptional abilities and needs to appropriate District Personnel.
- Assists in the development and changing of curriculum to meet the needs of the student body.

### QUALIFICATIONS GUIDE

#### CREDENTIAL

Valid California Credential or license authorizing service in grade levels and areas assigned.

#### EDUCATION

Bachelor's degree, including all courses to meet credential requirements.

#### EXPERIENCE

Student teaching, internship, or full-time teaching experience.

#### PERSONAL QUALITIES

Appearance, grooming, personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Above-average recommendations from student teaching supervisors and other professional who have observed the characteristics, scholastic attainment and classroom performance of the teacher.

#### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, and color vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

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[Return to top](#)

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