

**BERRYESSA UNION SCHOOL DISTRICT  
POSITION DESCRIPTION**

**JOB TITLE: Guidance Counselor**

**PERFORMANCE RESPONSIBILITIES:**

1. Acts as an advocate for pupils as individuals and as a group.
2. Implements a comprehensive guidance program and acts as liaison to the Director of Pupil Services for the coordination of guidance services in the District.
3. Provides counseling services and developmental guidance activities designed to maximize educational opportunity for pupils. (Individual and group counseling shall be provided as appropriate.)
4. Provides consultations and serves as a resource to parents. Serves as liaison, and facilitator as required, between pupils, other school personnel, and parents.
5. Develops informational program in the area of guidance for staff and parents.
6. Maintains liaison with personnel from public and private agencies. Interprets school and District programs to professional and law enforcement personnel having client or jurisdictional interest in specific pupils. Initiates referrals to appropriate agencies.
7. Maintains communication with state and county agencies with respect to pupil guidance and counseling.
8. Provides placement, assistance, counseling, and orientation for pupils new to the school, articulation into middle school, and transition to high school.
9. Attends professional growth workshops or seminars in order to maintain knowledge and expertise.
10. Organizes and assists with the implementation of a career education program.
11. Protects the privacy of pupils.
12. Performs other duties related to the position of School Counselor (Guidance Counselor) as may be assigned.

**QUALIFICATIONS:**

**Education and Experience Requirements:**

- Valid California Teaching Credential and Pupil Personnel Credential
- At least three years of successful classroom teaching experience

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- Valid California Driver License

**Skills, Knowledge and/or Abilities Required:**

- Knowledge of child development theories, individual and group counseling methodologies, and parent education and staff development techniques
- Knowledge of elementary, middle school, and high school curricula
- Knowledge of, and ability to use, career education concepts
- Knowledge of laws relating to school counseling and minors
- Knowledge of available community resources
- Skill in communicating effectively
- Ability to work creatively and maintain flexibility in meeting diverse situations
- Ability to work both independently and cooperatively
- Ability to organize and execute school-wide programs
- Ability to use effective conflict management techniques

**Physical Characteristics (With or Without the Use of Aids):  
(Consideration will be given to reasonable accommodation)**

- Ability to demonstrate sufficient vision to read printed materials
- Ability to demonstrate sufficient hearing to conduct in-person conversations and telephone conversations
- Ability to speak in an understandable voice with sufficient volume to be heard within normal conversational distance, on the telephone, and in addressing groups
- Ability to demonstrate sufficient physical mobility to move about the District and/or school site

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- Ability to demonstrate the physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Ability to lift 40 pounds
- Ability to demonstrate sufficient physical mobility to drive a car
- Alternative to the above qualifications as the Board finds appropriate.

Board Approved: August 9, 1990