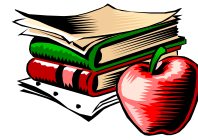




JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Counseling Aide

DEFINITION

Under the direct supervision of the Assistant Principal for Pupil Personnel Services, the Counseling Aide assists in all phases of the counseling program and is responsible for supporting interactions with students requiring extra support with academics and/or required local and state assessments.

ESSENTIAL DUTIES

1. Meets, as necessary, with students who have not met the minimum requirement for state and local assessments. *E*
2. Communicates with parents of students who have not passed their required assessments. *E*
3. Assists in the organization and administration of all state and local assessments. *E*
4. Runs benchmarks, answer sheets, and item analysis for participating departments. *E*
5. Assists in the organization and coordination of Career Day. *E*
6. Assists in the recruitment of student counselors for SCICON. *E*
7. Assists in the organization and maintenance of student records and files, including but not limited to RTI and other intervention programs. *E*
8. Assists in the coordination of the student Internship program and arranges student placements. *E*
9. Assists in all programs that guide students to become Career and College ready.
10. Assists in campus supervision as directed. *E*
11. Assists with site and district assessment procedures and administration. *E*
12. Assist with other general office and clerical duties as assigned. *E*
13. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High school diploma or equivalent required
AA Degree or 48 semester units of higher education preferred
Pass the District's proficiency test (CODESP) required

Experience

Experience in working with high school students in academic skill development preferred

Licenses and Other Requirements

1. DOJ and FBI fingerprint clearance
2. Negative TB test within the last four year
3. Possess a valid California Driver's License
4. Complete Mandatory Child Abuse Reporting
5. Bilingual (Spanish) preferred

KNOWLEDGE AND ABILITIES

Knowledge of

1. Reading and English communication skills.
2. Computer skills using word processing, spreadsheet, database, and e-mail
3. Knowledge of general office procedures and office machines (computer, fax, and copier).
4. Correct English usage, grammar, spelling, punctuation, and vocabulary.
5. Interpersonal skills using tact, patience, and courtesy.

Ability to

1. Read, write, speak, and understand the English language.
2. Perform general office and clerical duties.

3. Maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees, and the general public.
4. Plan and organize work and meet schedules and timelines.
5. Work under pressure.
6. Read and explain rules, regulations, policies, and procedures in regards to assigned duties.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment and Physical Demands

1. Indoor office environment.
2. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
3. Clarity of vision at varying distances.
4. Sitting or standing for extended periods of time.
5. Dexterity of hands and fingers to operate a variety of standard office equipment.
6. Occasional kneeling.
7. Reaching overhead, above the shoulders and horizontally, to retrieve and store files, supplies, test materials.
8. Carrying, pushing, and lifting (25 pounds) of objects with a strength factor of light work.

SALARY

Range 7

Hours – 8.0/day
10 Months - 195 Days