

Liberty Union High School District
Human Resources

EXTRA-DUTY PAY JOB DESCRIPTION

JOB TITLE:

LEAD COUNSELOR

GENERAL DESCRIPTION:

Serving in a quasi-leadership role with fellow counselors as do department chairpersons with teachers assigned in their academic subject area, the lead counselor takes responsibility for organizing and coordinating the work of the counseling department consistent with legal mandates, district guidelines and the needs of the school.

SPECIFIC DUTIES:

- Performs all the duties described in the School Counselor job description, AND
- Coordinate the activities of the counseling department, including calendaring school day and evening events for communicating important information to students and parents
- Serve as primary counseling liaison with other schools within the district and with feeder elementary school districts
- Develop and monitor the counseling budget, including categorical funds that may become available
- Coordinate student scheduling, data entry of grades and production of transcripts
- Work with appropriate site administrator(s) to develop the school's master schedule
- Facilitate the most effective use of the clerical staff assigned to the counseling department
- Assist with the organization and implementation of walk-through registration
- Serve as a member or liaison with site and district organizations that need the perspective of a counselor, including shared governance, school site council, curriculum council, etc.
- Serve as the primary liaison with community agencies that provide support counseling services to students, whether in on or off campus settings.
- Other, related duties, as assigned

QUALIFICATIONS:

- Possess a valid PPS credential
- Knowledge of the Counseling Handbook and other district guidelines pertinent to counseling services
- Ability to communicate effectively, orally and in writing, in English.
- Willingness to serve in a leadership capacity, coordinating the work of colleagues

COMPENSATION: Stipend identified in the LEA Contract for an additional four days above the counseling work year.

IMMEDIATE SUPERVISOR: Principal or designated site administrator

AFTER-HOURS COMMITMENT: No set amount, some hours each month may be required to attend school/district committee meetings or for special events such as walk-through registration in summer.

Approved by:
LUHSD Governing Board of Trustees
11/18/15

CERTIFICATED SALARY SCHEDULE
Appendix B-1