San Francisco Unified School District
Job Description: Counselor
2011-2012 School Year
Job Code 0923 and 0922

SFUSD MISSION AND GOALS

The mission of the San Francisco Unified School District is to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential.

Our three primary goals focus on closing the achievement gap and diminishing the predictive power of demographics:

- Access and Equity: We will make social justice a reality by ensuring every student has access to quality teaching and learning.
- Achievement: We will ensure that every student graduates from high school ready for college and career success in the 21st century.
- Accountability: We will keep our promises to students and families and enlist everyone in the community to join us.

DESCRIPTION

The Pupil Services Department is a member of the Student Support Services Division, and is responsible for student attendance, behavioral interventions, homeless youth, Peer Resources, home bound students, students involved in the juvenile justice system, and students who need additional supports to fulfill the requirements of a long term graduation plan. The PSD vision is to maximize the academic potential for all students by ensuring equal access to academic, personal/social and career counseling services, and to enhance and adjust district behavioral academic approaches to meet the challenges of a continually changing population of youth. The Department also provides leadership and monitoring in developing school wide discipline policies and practices, works to ensure the district’s due process around truancy and referrals for suspensions and expulsions, and promotes professional development for school counselors, pupil personnel services administrators, and attendance and welfare classified staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collect and disseminate to pupils and parents information regarding present and future educational and career opportunities.
- Maintain a liaison with community agencies and other services that work with PSD.
- Work with administrators in effectuating remediation plans for students with attendance and behavior problems.
- Work to prevent students from dropping out of school.
- Perform individual and group counseling, including facilitating SARB hearings.
- Perform other duties assigned by administrators.

The length of the work year for all teachers shall be 181 days of service, except that department heads and deans/head counselors shall have 186 days of service. The contract made between the San Francisco Unified School District and the United Educators of San Francisco is available at www.uesf.org.
Principal expectations regarding teaching customs vary by school site. You may access and read individual school profiles and academic plans at the following link: www.sfusd.edu/schools.

MINIMUM REQUIREMENTS

- Possession of a valid California Pupil Personnel Services Credential in the authorization area as required by the California Education Code, Section 44860
- NCLB “Highly Qualified” certificate, as required by the No Child Left Behind (NCLB) Act of 2001.
- Legal authorization to work in the U.S.
- Minimum G.P.A. of 2.5

DESIRABLE QUALIFICATIONS

- 3 to 5 years experience counseling at-risk students/families, and working with students with truancy and/or behavioral issues.
- Experience with SART, SARB, and Expulsion Procedures.
- Experience with individual and group counseling.
- Knowledge of A-G requirements.
- Second Language skills preferred: Chinese, Spanish, Russian, or Samoan.
- Experience planning and implementing community events/functions.
- Willingness to make home visits on case-by-case basis.