

**SCHOOL COUNSELOR - DUTIES AND RESPONSIBILITIES**

The school counselor's primary function is to work toward the accomplishment of the goal and student education outcomes stated in the District's *Student Guidance Program and Services* brochure as implemented on each campus.

**DUTIES AND RESPONSIBILITIES**

1. Develop, implement, monitor and evaluate a sequentially organized educational guidance program.
2. Register eighth grade students for high school.
3. Register all students for the ensuing year's courses.
4. Orient ninth grade students and students new to the school regarding expected student behavior.
5. Assist ninth grade students to develop a four-year educational plan.
6. Conduct an annual program in which students review and modify, as needed, their four-year educational plans.
7. Prepare appropriate educational guidance materials for student use.
8. Conduct necessary workshops, curriculum units, etc., for staff, students, and/or their parents on such topics as: decision-making; college applications; financial aid; college selection; academic planning, etc.
9. Administer appropriate college admission tests.
10. Assist the administration to schedule and balance classes at the beginning of each school year.
11. Prepare and disseminate information about individuals and/or agencies who can assist students with special needs and personal problems.
12. Participate in the development of department procedures and programs, and advise the administration in matters of assignment and development of the department budget.
13. Follow the Code of Ethics as adopted by the Board of Trustees.
14. Comply with all provisions of the California Education Code; California Administrative Code, Title V; other governmental codes and policies, rules, regulations, and procedures of the Board of Trustees.

Fullerton Joint Union High School District  
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15. Perform such other duties as may be designated by the Principal.