

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Head Counselor

Supervisor: Assistant Superintendent for Instruction and High School Principal

General Job Description: The Head Counselor will coordinate the Clovis High School guidance program, focused on the physical, social, intellectual, emotional, and vocational growth of each student.

Essential Duties and Responsibilities:

1. Develop and implement a high school level guidance program focused on the physical, social, intellectual, emotional, and vocational growth of each student.
2. Coordinate activities in the CHS guidance and counseling program.
3. Provide information and facilitate guidance activities for students, staff, and parents.
4. Serve as a consultant to the school and community.
5. Provide individual and group counseling.
6. Uphold the standards of the counseling profession.
7. Comply with all School Board policies and administrative regulations.
8. Coordinate activities in the CHS Guidance and Counseling program.
9. Provide information and facilitate Guidance activities for CHS students, staff, and parents.

Additional Duties and Responsibilities:

1. Integrate the guidance and counseling program within the 7-12 secondary school program.
2. Coordinate the following at risk programs.
 - A. Clovis Summer School
 - B. Zero Hour
3. Coordinate the registration process 7-12
 - A. Pre-registration
 - B. Registration
 - C. Registration schedules
 - D. Assist principal with the compilation, advisement, and creation of the master schedule.
4. Help secondary counselors coordinate course offering and curriculum grades 7-12.
5. Coordinate with Clovis Community College the following
 - A. Concurrent Enrollment
 - B. Course articulation between CHS and CCC
 - C. Tech prep program
6. Assist with IEP's and testing, in partnership with department chair, for Special Education program at CHS.
7. Assist with Bilingual program at CHS in conjunction with Director of Federal Programs.
8. Coordinate Peer Counseling and Group Counseling at CHS.
9. Coordinate Student Assistance Team at CHS.
10. Coordinate Tutoring with students and different agencies.
11. Coordinate the following programs at CHS:
 - A. Financial Aid
 - B. Scholarships
 - C. University visitations and recruiters
 - D. Military visitations and recruiters
 - E. College Day
12. Work closely with counselors on Career Education:
 - A. Field Trips
 - B. Career presentations and seminars
13. Help coordinate the CHS and District Testing Program.

14. Develop, implement and administer the following:
 - A. Registration Handbook
 - B. Sophomore and Senior news letters
 - C. Printing forms for use in the district (Program Plan, Graduation plans, etc.)
 - D. Needs Assessment
 - E. Guidance curriculum
 - F. Testing Program
 - G. Student Assistance Program
 - H. Programs for at risk students
 - I. General screening procedures
15. Be responsible for supervising extracurricular activities as designated by the principal.
16. Maintain drop out and leavers data.
17. Maintain the following:
 - A. Lau data on ADS
 - B. Graduation Report
 - C. Summer School Report.

Qualifications:

1. A master's degree in school counseling or National certified counselor credential issued by the National Board for Certified Counselors.
2. A valid New Mexico counselor license.
3. Three years experience in public school teaching and/or related counseling experience.
4. Such alternatives to the above qualifications the Board may find appropriate and acceptable.

Physical Requirements

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Job responsibilities include both inside and outside duties. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.