

**Phoenix Union High School District No. 210**  
**4502 North Central Avenue**  
**Phoenix, Arizona 85012**

*Equal Opportunity Employer*

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<b>POSITION TITLE:</b>	School Counselor	<b>DIVISION:</b>	Instructional Services
<b>WORK YEAR:</b>	9 Months	<b>DEPARTMENT:</b>	School Counseling
<b>LOCATION:</b>	District Wide	<b>SALARY SCHEDULE:</b>	Teacher

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**GENERAL STATEMENT OF RESPONSIBILITIES:**

It is the responsibility of the school counselor to provide services to students in order to facilitate their acquisition of academic, personal/social, and career competencies. The counselor will work with students, staff, families, and members of the community as an integral part of the education program. The counselor will promote school success for all students by providing academic advisement, prevention and intervention activities, help with post-secondary education/career development plans, and guidance with personal/social issues.

**MAJOR DUTIES:\***

1. Works collaboratively with other members of the counseling department to provide a comprehensive guidance program for the students of his/her assigned school.
2. Act as an advocate for the student.
3. Uses computer technology, program knowledge and accurate record keeping to assist students with course selection as they progress towards graduation and post-secondary education.
4. Carries out all duties as stated in State Statutes, Board policies and Professional Agreement.

**QUALIFICATIONS:**

1. A current Arizona School Counselor certificate and a Bachelor's Degree from an accredited college or university.
2. Secondary school counseling/teaching experience preferred.
3. Knowledge of and/or ability to learn transcript evaluation and interpretation.
4. Knowledge of test interpretation.
5. Knowledge of/experience in vocational/career planning.
6. Knowledge of and sensitivity to ethnic, cultural and socio-economic influences on the student.
7. Knowledge of individual and group counseling techniques.
8. An awareness of new and changing developments in the counseling and education profession.
9. Computer literacy.

**SUPERVISION RECEIVED:**

Unit Principal or Educational Unit Supervisor

**SUPERVISION GIVEN:**

<b>PREPARED BY:</b>	<b>APPROVED BY ASSIST. SUPT.:</b>	<b>APPROVED BY PERSONNEL:</b>	<b>NUMBER</b>	<b>EFFECTIVE DATE</b>
Joint Committee	NO	NG	2024	Rev. 05/16/02