

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**COUNSELOR - HIGH SCHOOL**

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**Purpose Statement:**

The job of COUNSELOR - HIGH SCHOOL is done for the purpose/s of managing the schedules and placement of assigned students providing course curriculum, information and recommendations to students; developing plans and/or providing information regarding students' goals; and ensuring completion of students' applications within designated time frame.

This job reports to PRINCIPAL

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**Essential Functions**

- Coordinates with teachers, college and university personnel, resource specialists and/or community (e.g. service clubs, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
- Counsels students, parents, and guardians for the purpose of enhancing student success in school.
- Develops a variety of special programs (e.g. career night, financial aid workshops, etc.) for the purpose of providing information to assist students in the successful transition from high school to career, training and/or continuing education.
- Prepares applications for students (e.g. scholarships, college, financial aid, etc.) for the purpose of ensuring completion of application processes within designated time frames.
- Researches program eligibility requirements (e.g. financial aid, college eligibility, etc.) for the purpose of providing up-to-date, accurate counsel to students.
- Schedules student classes for the purpose of securing appropriate placement and meeting their graduation and college eligibility requirements.
- Supervises assigned programs (e.g. scholarships, peer counseling, special education, ESL, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives.

**Other Functions**

- Composes a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices, analytical skills, applying assessment instruments, interpersonal skills, operating standard office equipment, planning and managing projects, preparing and maintaining accurate records, promoting child centered environment.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (english/spanish) helpful, age appropriate activities  
computer operation/skills, concepts of grammar and punctuation, pertinent codes, policies, regulations and/or laws, stages of child development

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting curriculum to meet needs of students, assessing learning outcomes achieved by students, communicating with diverse groups, communicating with students, creating and maintaining climate of respect, implementing activities that promote student learning, maintaining confidentiality,  
meeting deadlines and schedules, planning instructional goals/outcomes for students  
working as part of a team  
working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 80% sitting, 15% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is desired.

**Education** Bachelors degree in job related area.

### **Required Testing**

None specified

### **Certificates & Licenses**

Arizona Guidance Counselor

### **Continuing Educ. / Training**

Maintain Arizona Certification and fingerprint clearance card

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

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### **FLSA Status**

Exempt

### **Approval Date**

Job description available upon request

### **Salary Grade**

Certificated BA-MA45