

OXNARD UNION HIGH SCHOOL DISTRICT

MENTOR COUNSELOR

BRIEF DESCRIPTION OF POSITION:

Under the direct supervision of the Assistant Principal, helps plan and helps coordinate school counseling and guidance service and assists other counselors when needed. This position is not an administrative position.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides assistance to the assistant principals when coordinating programs and service that require tasks to be completed by school counselors.
2. Acts as a mentor to other school counselors who need support help and/or clarification of responsibilities.
3. Assists with coordination of clerical support for the school counselors.
4. Provides coordination of services and tasks for the EDP Operator/Records as they affect the school's counseling and guidance services.
5. Helps with planning inservice training for counselors.
6. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

REQUIREMENTS:

1. Must be a counselor at the school where assignment is made.
2. Must apply yearly.

STIPEND:

One \$2,000 stipend per school. Counselor mentor works a regular counselor work year. Assignment is made yearly by the school principal.

Approved: 7-10-85
Revised: 5-28-96
Updated: 7-97