

Become a Long-Term Counselor Substitute with Palo Alto Unified School District

Description

Palo Alto High School in Palo Alto, CA is currently looking for a long-term high school counselor substitute to join us for the 2016 – 2017 school year.

The ideal candidate should possess a valid California Pupil Personnel Services (PPPS) credential, as required by the California Education Code; California Teacher credential is desirable.

Assignment duration is October 24, 2016 thru April 21, 2017

Compensation

\$220 per day

Essential Responsibilities

- Advise students on their educational program as it relates to promotion, graduation, and future academic success; take attendance records of advisory periods.
- Confer with pupils, parents, and teachers on an individual student's progress or lack of progress in scholarship and citizenship.
- Establish and maintain standards of pupil behavior needed to provide an orderly and productive counseling environment.
- Assist students in maintaining satisfactory relationships with their teachers and other students.
- Recommend psychological testing and other District services as appropriate.
- Provide some vocational guidance and assists students in finding information on occupations.
- Handle minor discipline referrals and refers serious ones to school administration.
- Assist in the articulation program with feeder schools.
- Plan and supervise class parties and other extracurricular activities.
- Administer and interpret group aptitude and achievement tests.
- Perform appropriate follow-up studies.
- Contact parents, following school policies, for students with consistently failing grades (3 or more) or if there is a sudden drop in grades for a student from one reporting period to another.
- Attend all required meetings and advisory, including TA and parent meetings and Back to School events.
- Maintain professional competence through participation in professional growth activities.
- May supervise the work of other counselors and the school's guidance program.
- May plan and coordinate the work of aides, teacher assistants, and other paraprofessionals.
- Perform other specific duties as directed.

To get started, send the following to Lprior@pausd.org:

- a. Proof of Basic Skills Requirement Fulfillment
- b. Transcripts/Diploma showing Degree requirements met
- c. Current Resume



For more information please contact:
Lorie Prior, Substitute Services Coordinator
LPrior@pausd.org