COLLEGE COUNSELOR RESPONSIBILITIES
(for LAUSD)

Responsibilities

1. Provide college counseling services through group and individual counseling. Make parents and students aware that these services are available at no cost and they do not need to pay for services provided by for-profit companies.
2. Organize and maintain College Counseling Center containing college catalogs, brochures, handbooks, and other appropriate resource materials.
3. Coordinate and manage the college and program outreach people who are working with students under the direction of the College Counselor.
4. Train and supervise personnel assisting in the College Center, including Peer College Counselors.
5. Coordinate and implement dissemination of information to students, parents, and community members pertaining to the college admissions process.
   A. Provide specific information regarding entrance requirements, applications, scholarships, costs, tuition, financial aid, and testing requirements.
   B. Provide current information regarding financial aid opportunities, procedures and deadlines.
6. Help students become aware of all phases of post-secondary school options.
7. Maintain student records regarding post-secondary plans.
8. Provide faculty and staff with current information related to the college admissions process.
9. Coordinate visitations by college representatives during the school day.
10. Organize and implement field trips to college campuses.
11. Organize, in cooperation with the APSCS, a system of transcript dissemination to colleges and universities for student applicants.
12. Provide assistance and in-service to faculty and staff in writing letters of recommendation and secondary school reports.
13. Write letters of recommendation for students regarding admissions, scholarships and special programs.
14. Coordinate and articulate information regarding colleges and universities to students, parents, and staff at feeder middle schools.
15. Provide necessary information and materials for students regarding PSAT, SAT, SAT Subject Tests and ACT.
   A. Determine eligibility of students applying for test fee waivers and keep records.
   B. Administer PSAT and interpret results to students, parents, and staff.
16. Coordinate and administer school and community scholarships.
17. Participate with team to plan and organize senior awards ceremony.
18. Assist with scholarship fund-raising efforts.
19. Maintain contact with graduates concerning scholarships and post-secondary school experiences.
20. Facilitate processing of student forms and applications.
   A. Coordinate application procedures for financial aid.
   B. Offer student and parent workshops to provide information and assistance in completion of accurate forms.

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22. Attend pertinent meetings regarding testing, financial aid, and college entrance requirements.
23. Provide on-going communication to the community through an Advisory Council, newsletter, special mailings and/or a web site.
24. Provide information regarding off-site college courses for concurrent enrollment along with summer program options.
25. Confer with the APSCS regarding UC courses to be offered at the school and preparation of the UC course list.
26. Coordinate with the APSCS to plan and prepare the ELC material.
27. As a member of the counseling staff, assist with other activities as requested.

Required Skills

1. Ability to work with parents, students, faculty, post-secondary educational representatives, as well as school community groups.
2. Understanding of student maturity levels and the process of goal selection.
3. Ability to help students gain awareness of interests and abilities and to help them make course choices that will lead to appropriate careers commensurate with interests and abilities.
4. Understanding of test construction and ability to interpret educational test data.
5. Knowledge of district graduation requirements and parallel entrance requirements for post-secondary institutions. Ability to evaluate a student’s transcript.
6. Ability to plan, organize and implement meetings involving a variety of topics and personnel.
7. Facility in written and oral expression.
8. Ability to design, use and maintain computer programs in word processing and publishing, data base/information processing, power point presentations.
9. Facility with details regarding frequently changing laws, application requirements and procedures.
10. Ability to motivate students and provide academic incentives for success.
11. Understanding of the relationship between school curriculum and college programs.
12. Ability to use culturally relevant and responsive strategies when planning programs and making presentations.

Professional Development

Due to the technical and frequently changing specific knowledge that is required for this position and to be able to counsel students effectively, we recommend that College Counselors attend each year the professional development seminars, conferences, workshops, and meetings sponsored by the District, College Board, NACAC, WACAC, Ed Fund, ACT, UC, CSU, and individual colleges.

Status and Certification

Certificated employee of Los Angeles Unified School District with a credential that authorizes counseling services.