

Coast Unified School District

Title: Counseling Specialist

Salary Range: 12 (DOSAs + 10)

Job Summary: Help students identify, develop, and achieve academic access through career/college pathways or programs of study. Assist students in identifying vocational and personal goals best suited to their needs, abilities and interests.

Qualifications:

- High School diploma or equivalent
- Type or input data at 45 words per minute
- Word processing, Excel, computer and data base management experience
- California Driver's License

Desirable: Bilingual, Bachelor's Degree from an accredited university. Experience in student services.

Essential Functions:

- Utilize 10-year plan created in freshman course to develop academic plan.
- Meet with all middle and high grade students to identify pathways/programs of study.
- Coordinate presenters for career and post-secondary presentations related to pathways/programs of study.
- Facilitate internships, externships and career opportunities for students.
- Follow-up with students and parents on Get Focused/Stay Focused curriculum, academic plan, and 10 year plan.
- Maintain current vocational information to be used in vocational, occupational, and career planning.
- Maintain/update academic plan for pathway/programs of study students.
- Assist in establishing a pathway/program of study orientation and information event for incoming and current students.
- Assist in transition of incoming freshman students with an introduction to pathways/programs of study.
- Assist the Teacher on Assignment and the Work Based Experience leader at the San Luis Obispo County Office of Education in job related experiences.
- Input, utilize and program reports of district data, along with additional data from California Heathy Kids survey and other sources.
- Eight of hours of service per day with flexible schedule to accommodate for evening events.
- Assist in organizing and supervising student visits to post-secondary and upper division institutions, career workshops, and potential employers; plans and coordinates career fairs, college nights and other events.
- Perform any other duties as required, such as providing support to students in the library.

Physical Requirements:

1. Ability to sit for extended periods of time.
2. Ability to see and read, with or without visual aids.
3. Ability to hear and understand speech at normal levels.
4. Ability to communicate so others will clearly understand normal conversation
5. Ability to reach in all directions.
6. Physical dexterity in limbs and digits to operate computer keyboard.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Under direct supervision of the High School Principal, and works closely with the High School Counselor and Career Technical Education Teacher on Special Assignment.

Approved 12/9/2015 _____