



**Lompoc Unified School District**  
1301 N A Street  
Lompoc, CA 93436  
Phone: 805.742.3300  
Fax: 805.735.8452

**Title:** Counselor – College & Career Readiness (Grant Funded Position / High School Level – currently authorized from January 2017 through June 2019)

**Reports to:** Principal

**Work Year:** 195 days

**Benefits:** Eligible to participate in district medical, dental, and vision insurance.

**Purpose of Position:** Under the direction of the site administrator, provide counseling and guidance services to students in the areas of college and career readiness.

**Employment Status:** 1.0 Full Time Equivalent

**Essential Functions:**

- Collect, analyze, and track student enrollment in A-G courses.
- Increase student enrollment in A-G courses so that all students have the option to attend an institution of higher education.
- Develop, in coordination with the counseling staff, workshops for parents and students in completing the FAFSA.
- Prepare materials, literature, and related information to create and maintain an active interest in college and career preparation.
- Manage, develop and continuously improve site-based college and career readiness programs and services.
- Collaborate with institutions of higher education to develop program options for college and career readiness.
- Actively participate in student activities that support academic achievement and improve access to the curriculum for all students.
- Work collaboratively with institutes of higher education staff to create and disseminate information for middle school and high school communities to build a college and career culture in schools.
- Provide students counseling and guidance on graduation requirements, honors and advanced placement courses, college entrance requirements and potential career opportunities beginning in grade 6 and continuing through high school.
- Develop and present parent and student workshops for students who struggle academically.

**Non-Essential Functions:**

- Assist in planning and implementing the District's College and Career Technical Education program for school sites.
- Collaborate with the District's Technology Services department to build/enhance technology to support college and career preparation.
- Serve on committees related to college and career readiness.
- Develop resources and training to promote college and career readiness.

## College and Career Counselor (continued)

- Supervise the maintenance of accurate and complete cumulative records containing grades, test data, achievements and honors, conferences, personal history and other pertinent information.
- Write letters of recommendation for students applying for college admission, scholarships, awards, military service or training programs.
- Communicate with district personnel, school staff, parents, students and public agencies regarding student placement, referrals, services and related issues.
- Use diagnostic and assessment procedures as appropriate.

### **Working Conditions and Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and function of the job.

- Use strength to lift items needed to perform the functions of the job not exceeding forty (40) pounds.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Have the mobility to stand, stoop, reach and bend.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Be available to work evenings and weekends and attend periodic meetings and/or travel within and out of the District boundaries.

### **Environmental Demands:**

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions and noise levels.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

### **Knowledge of:**

- Effective personal and academic counseling techniques and procedures.
- Counseling theory, ethics and associated legal confidentiality requirements.
- Culturally responsive education practices.
- Current research regarding improving student access to the curriculum.
- Specific laws regarding minors and child abuse reporting.
- Applicable sections of California Education Code and other applicable laws, rules and regulations.
- Curriculum and promotion requirements.
- Behavior modification techniques and strategies.
- Student assistance programs including scholarship opportunities.
- Community referral resources.

### **Ability to:**

- Provide counseling and guidance services to students.
- Provide students with information, assistance and advice concerning educational and career opportunities.
- Make referrals to community resources, support groups and social service agencies as appropriate.

## College and Career Counselor (continued)

- Plan, prepare and conduct individual and group counseling sessions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Set limits and personal boundaries for students.
- Train and provide direction and guidance to assigned staff.
- Prepare and deliver oral presentations.
- Complete work with many interruptions.
- Accurately analyze situations and implement appropriate action plans.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and prepare various reports.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including computers and software.
- Maintain consistent, punctual and regular attendance.

### **Education, Training and Experience:**

- Bachelor's degree or higher degree from an accredited college or university with emphasis in psychology, social work or related field.
- Successful completion of a school counseling program at a recognized college or university; participation in a recognized intern program successful or successful school counseling experience.
- Bilingual Spanish speaking and writing skills preferred.

### **Licenses and Other Requirements:**

Valid Pupil Personnel Services Credential

Valid California Class C driver license

### **FLSA Status:**

Exempt

### **Board Approval:**

**December 6, 2016**