

JOB DESCRIPTION

San Diego County Office of Education

SCHOOL COUNSELOR

Purpose Statement:

Under direction, provide behavioral and educational counseling and guidance services to individuals and small groups of students aligned with San Diego County mission, goals and objectives for student learning; assist students in understanding and seeking solutions to social, emotional, or academic problems and issues; serve as a resource pertaining to student behavior management strategies, and welfare and attendance problems and concerns; provide informational services to parents, teachers and administrators to promote a comprehensive decision-making process for development of student educational objectives.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Provide direct guidance and counseling services relevant to the sequential development of students as related to educational, social and vocational objectives
- Review student skills assessment/educational needs
- Construct individualized development programs for students, helping them visualize and establish their education and/or career goals
- Counsel students, parents, and guardians for the purpose of enhancing student success in school
- Provide information to students, parents and staff about competencies required for graduation, college, and vocational preparation
- Provide individual student counseling, group counseling and parent conferencing.
- Assist in obtaining academic, personal and social supports for students
- Provide information to students and parents/guardians about colleges, universities, and vocational training programs
- Evaluate transcripts
- Refer students and their parents to appropriate specialist, special programs or outside agencies for support services
- Write letters of recommendation for students for college admission purposes or to potential employers and military service personnel for both current and past students
- Attend professional meetings, school functions and public meetings as a representative of the school or guidance department

- Develop and facilitate presentations for parents, students and community members
- Participate and attend staff meetings, professional development, and related workshops.
- Attend staff meetings and serve on staff committees

Other Functions:

- Perform other related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Framework of Competency-based Counseling and the National Counseling Standards

Principles, methods, techniques, strategies and trends in educational, social and emotional adjustment counseling

Applicable and appropriate aptitude, interest, and achievement appraisal instruments, techniques, and procedures

Academic parameters for high school matriculation, California Content Standards, California Exit Examination demands, and university and state college entrance processes and requirements

Social and youth service agencies in the local area; social emotional and behavioral characteristics of adolescent students

Program evaluation and research techniques, strategies, and procedures

Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests

Section 504 Plan and individual education plans; education laws relating to child welfare and attendance

On-line and blending learning models

ABILITY TO:

Provide assistance to personnel for the purpose of supporting them in the completion of their work

Communicate with others for the purpose of providing information, developing plans for services, and/or making recommendations

Prepare a wide variety of written materials, e.g., reports, correspondence, training materials, information brochures for the purpose of documenting activities, providing written reference and/or conveying information

Present information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls

Research resources and methods for the purpose of developing and implementing programs and services for the assigned functional responsibilities

Demonstrate non-judgmental cultural and linguistic sensitivity

Coordinate activities

Establish work priorities

Work effectively with at risk students in a multicultural environment

Communicate effectively orally and in writing in an informative and motivational manner; analyze student assessment data

Utilize a database environment to track student academic progress and manage transcript records

Conduct structured, goal-oriented counseling sessions in a systematic response to the identified needs of students

Maintain cooperative liaison between the school and community-based agencies

Bilingual skills may be required for specific assignments

Working Environment:

ENVIRONMENT:

Duties are typically performed in a classroom or office setting. Applicants will travel between multiple school or community sites. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: One (1) year counseling experience at the secondary level. Experience working in an alternative school setting highly desirable; and

Education: Master's degree in psychology, counseling and guidance or a closely related field; or

Equivalency: A combination of education and experience equivalent to a master's degree in psychology, counseling and guidance or closely related field and one (1) year counseling experience at the secondary level. Experience working in an alternative school setting highly desirable.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Pupil Personnel Services Credential with an authorization in School Counseling; or equivalent document.

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Basic Teacher Compensation Plan, Salary Plan 060

Approval Date: 1989

Approved by: Human Resources Services

Revised: 1/2013; 1/2014; 04/2015