

COMMUNITY OUTREACH AND CAREER COUNSELOR

Basic function

To serve as a counselor for middle and high school students, in attendance at the Juvenile Court and Community Schools (JCCS), under the direction of the Santa Barbara County Education Office (SBCEO). Responsibilities include coordinating enrollment services, monitoring progress for at-promise youth, providing academic and Career Technical Education (CTE) counseling, and post-secondary college and career planning. Coordinate transition services among Local Education Agencies and provide continuous support aiming to increase educational and career outcomes for at-promise youth. Coordinate the California Community Schools Framework implementation among staff and community partners.

Supervision

Directly responsible to the Director of Student and Community Services.

Representative duties

- Provide a variety of professional counseling and student guidance services, including monitoring student progress and assisting with goal setting and career exploration; coordinate course changes for students or transfers to alternative instructional settings.
- Develop a 4-year academic plan in collaboration with students, families, and school site staff to ensure graduation, A-G eligibility, and college and career readiness, including direct delivery of school counseling curriculum.
- Individualize case management for at-promise youth.
- Assess student's academic, career, social, and emotional needs by reviewing records and transcripts, and conducting career interest surveys and student interviews.
- Provide support and evaluation of individual student progress through ongoing academic, social emotional learning, and career counseling/guidance.
- Recommend and provide oversight of individualized interventions for students' academic and social-emotional needs.
- Collaborate with site administration to create and implement programs and supports designed to engage youth in school.
- Maintain effective communication and coordinate transition services with community agencies, to ensure a smooth and successful re-entry back to the classroom, Local Education Agency and/or community, as well as provide support for post-secondary and career options.
- Perform student home visits as appropriate.
- Provide social-emotional and wellness support for students through direct practices and linkages to community agencies.
- Collaborate and act as point of contact with community partners that specialize in at-promise youth/services to plan, coordinate, and organize student events/activities focused on reducing recidivism.
- Conduct school and community comprehensive needs assessment to identify services needed.
- Evaluate academic, behavioral, and social emotional services to identify gaps.
- Initiate, facilitate, and coordinate programs and strategies that support community school implementation.
- Engage Community Based Organizations in partnerships to support wrap around services.
- Assist in identifying and implementing applicable laws and policies relating to state

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- graduation requirements.
- Attend scheduled meetings, including 504/IEP, leadership, and staff meetings, etc.; participate and involve parents in program planning; confer frequently with teachers, administrators, parents, and educational partners on each student's progress.
 - Develop and maintain professional relationships with colleagues, school staff, and educational partners.
 - Attend in-service programs to facilitate continued professional growth.
 - Plan, conduct, and coordinate training workshops for staff and other partners to enhance academic achievement for at-risk youth.
 - Prepare records and reports related to the position.
 - Prepare letters to parents, progress reports, referrals, and related documents.
 - Perform other related duties as assigned.

Qualifications

Possession of a preliminary or clear Pupil Personnel Services Credential. Experience with at-risk and justice-involved youth desired. Experience and training appropriate to fulfill the requirements of the position.

Licenses and certificates

Possession of a valid California Driver's License.

Working conditions

Subject to inside environmental conditions; subject to driving to conduct work and required to use personal vehicle in course of employment; possible requirement to attend evening or weekend meetings; possible overnight travel out-of-county.